



State of North Dakota Inventory Training Manual

VERSION 8.4

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MAXIMUS ERP Solutions

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PEOPLESOFT OVERVIEW

OVERVIEW AND APPLICATIONS

In PeopleSoft 8, you will use your applications in a purely Internet environment. We call this environment *PeopleSoft Internet Architecture*. PeopleSoft Internet Architecture is a server-centric architecture that requires the installation of only a web browser on individual user machines (if one does not already exist).

PeopleSoft is designed to integrate all financial applications. That is, the applications may share the same relational data structure, data tables, user interfaces, reporting tools, and customization capabilities. PeopleSoft pages also display the same familiar table-driven and effective date-driven designs throughout its applications.

The system offers a compliment of applications that cover most financial needs. PeopleSoft Financials for Public Sector consists of the following applications (modules):

- Accounts Payables
- Accounts Receivables
- Asset Management Billing
- Budgets
- General Ledger
- Inventory
- Order Management
- Project Costing
- Purchasing
- Workflow

DEFINING STORAGE

MATERIAL STORAGE STRUCTURES

For each business unit, you define storage areas comprised of storage levels. A storage area is a division of a business unit used to store material and to track inventory transactions. Your storage areas might include shipping and receiving docks, staging areas, warehouse zones, and inspection and quality control departments. Each storage area can be divided into a maximum of four levels, with each level representing a physical subdivision of the area. For example, you might have a three-level warehouse area consisting of 15 aisles with 10 cabinets per aisle and 5 shelves per cabinet. The combination of a storage area and that area's most detailed storage level constitutes a storage location. Each storage location is identified by area and level.

STEP 1: ESTABLISHING STORAGE STRUCTURES

You can design a different level structure for each storage area, tailoring the individual structures to fit your business needs and the physical layout of your business unit. You might want a four-level structure for a primary storage area consisting of aisles, cabinets, shelves, and drawers, and a two-level structure for a staging area containing rows of pallets. In certain cases—if you have a bulk storage area containing only one item, for example—you might want to set up an area with no levels.

You define default storage location attributes for the SetID on the Inventory Options page. You then define attributes for individual storage areas on the Storage Areas page and for storage locations on the Material Storage Locations page.

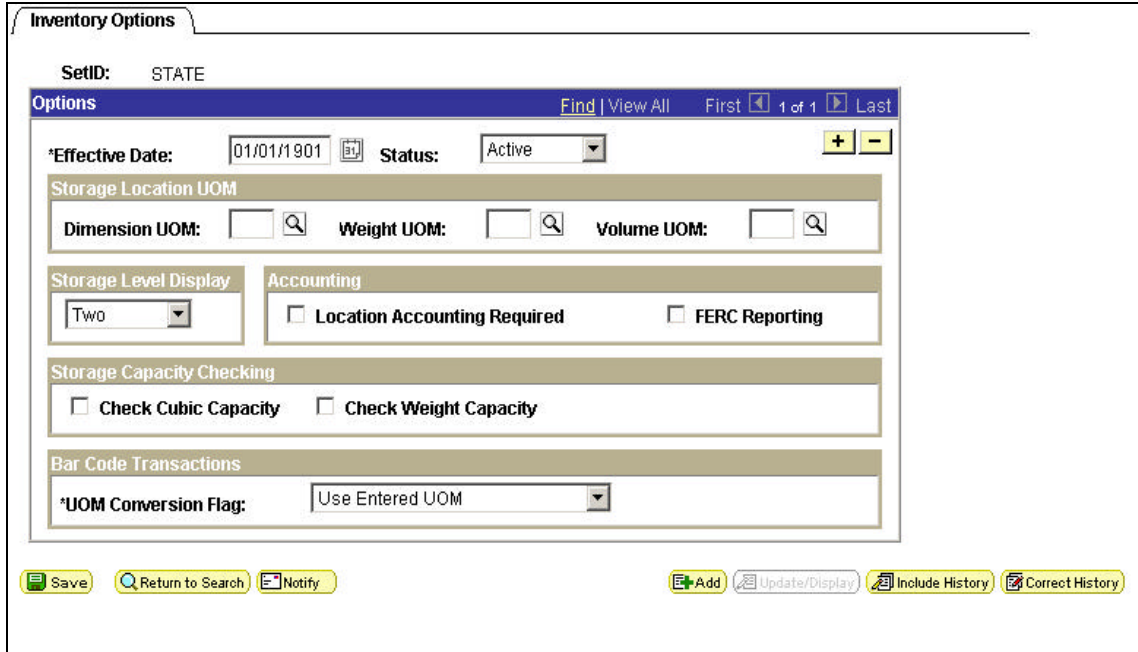
DEFINING DEFAULT STORAGE LOCATION STRUCTURES AND ATTRIBUTES

Page Name	Navigation	Usage
Inventory Options	Set Up Financials/Supply Chain, Business Unit Related, Inventory, Inventory Options	Define default storage location structures and attributes.

STEP 2: INVENTORY OPTIONS

Navigation: *Setup Financials / Supply Chain > Business Unit Related > Inventory > Inventory Options*

This brings you to the **Inventory Options** page.



The screenshot shows the 'Inventory Options' page. At the top, there's a tab labeled 'Inventory Options'. Below it, the 'SetID' is 'STATE'. The 'Options' section has a search bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. The 'Effective Date' is '01/01/1901' and the 'Status' is 'Active'. There are '+' and '-' buttons next to the status. The 'Storage Location UOM' section includes 'Dimension UOM', 'Weight UOM', and 'Volume UOM', each with a search icon. The 'Storage Level Display' section has a dropdown set to 'Two'. The 'Accounting' section has checkboxes for 'Location Accounting Required' and 'FERC Reporting'. The 'Storage Capacity Checking' section has checkboxes for 'Check Cubic Capacity' and 'Check Weight Capacity'. The 'Bar Code Transactions' section has a dropdown for '*UOM Conversion Flag' set to 'Use Entered UOM'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Storage Location UOM – Select default units of measure for your storage locations.

Dimension UOM – Optional. Records a storage location's height, width, and depth.

Weight UOM - Optional. Records a storage location's weight capacity.

Volume UOM - Optional. Records a storage location's cubic capacity.


Storage Level Display - Indicate how many storage location levels should appear on pages and reports. The value that you specify here is for defaulting purposes only; you can modify it for individual storage areas on the Storage Areas page. PeopleSoft Inventory pages and reports use the values determined on the Storage Areas page.

Location Accounting Required – Do not select this option. Only select if you are to use storage location accounting. (State of North Dakota is not using this option.) If you activate this option, you must also establish ChartFields for each storage area, using the Storage Area Accounting page.

FERC Reporting - Do not select this option. (State of North Dakota is not using this option.) If you link transactions to the Federal Energy Regulatory Commission's (FERC) Uniform System of Accounts for the utility industry, select to display the FERC code on relevant PeopleSoft Inventory pages.

Check Cubic Capacity - (State of North Dakota is not using this option.) Select to track the volume capacity of storage locations. You must first define dimension and volume UOMs.

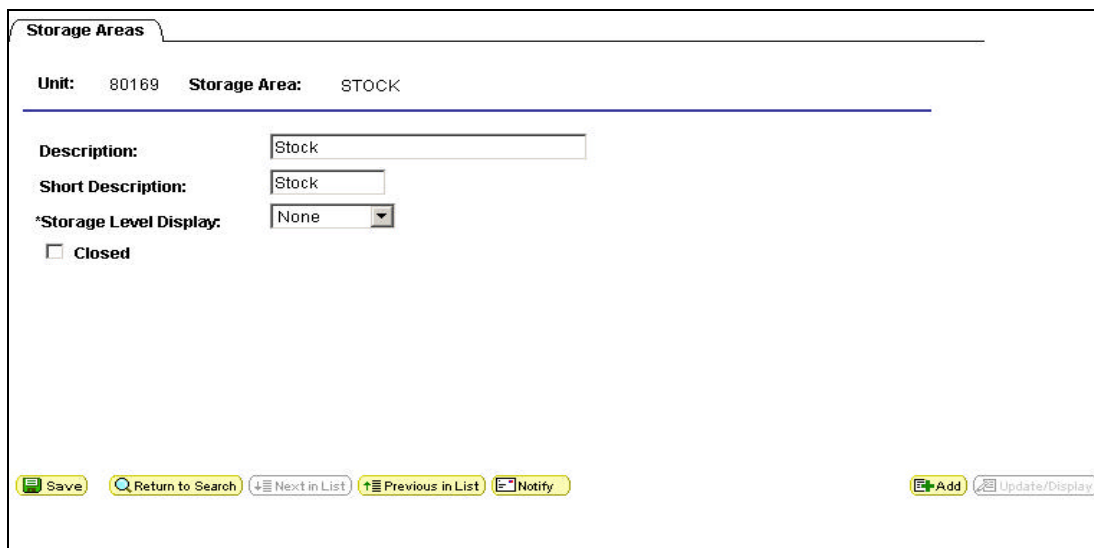
Check Weight Capacity - (State of North Dakota is not using this option.) Select to track the weight capacity of storage locations. You must first define a weight UOM.

Click  . Now that you have setup your Inventory Options, you must define your Storage Areas and Storage Location information.

STEP 3: DEFINE AND MAINTAIN STORAGE LOCATIONS

Page Name	Navigation	Usage
Storage Areas	Inventory, Maintain Storage Locations, Storage Areas	Establish or modify definitions for individual storage areas.
Material Storage Locations	Inventory, Maintain Storage Locations, Material Storage Locations	Define or modify storage location information.

Navigation: *Inventory, Maintain Storage Locations, Storage Areas*



Description: Description of the storage area

Short Description: will default from the Description. Change the Short Description from the default if desired.

Storage Level Display - Indicates how many levels appear for this storage area on pages and reports. The default value comes from the Inventory Options page; provided that no storage locations have yet been defined for the area, you can override the default. The system uses the value defined here.

Closed - Do not select this option. Only select this to close a storage area that is no longer active. When you save the page, PeopleSoft Inventory closes the storage area and all storage locations defined for the area.

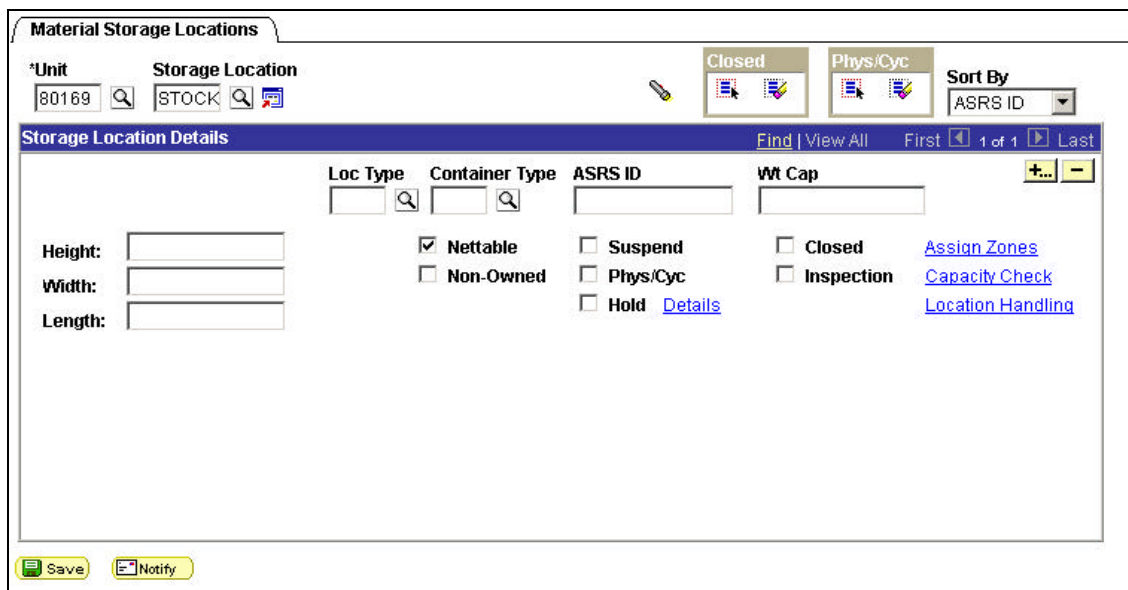
NOTE: Once you close the storage area, it is marked for deletion from the system and you cannot reopen it.

Click  . Next you must define your Material Storage Locations.

STEP 4: MAINTAINING STORAGE LOCATION INFORMATION

Access the Material Storage Locations page.


Navigation: *Inventory, Maintain Storage Locations, Material Storage Locations*



Unit: Enter your Business Unit

Storage Location - Enter the storage area.

If the area has multiple levels, the additional storage level fields appear when you tab out of the first field.

Once you have entered the appropriate number of levels, click the  button to refresh the page with the selected rows of data. If no storage locations exist for the entered storage area, a message appears asking whether you want to add new storage locations.

Sort By - ASRS ID

Nettable - Select. (Default.)

Important! Once you close storage locations, they are marked for deletion from the system and you cannot reopen them. To inactivate a storage location temporarily, select Suspend.

NOTE: A WIP Location cannot be defined as an inspection location.

NOTE: You cannot place storage location scontaining allocated quantity on hold.

Important! Changing the WIP, Nettable, Hold or Inspection options for a storage location while material movement transactions are in process can result in misrepresentation of the reserved and available balances for items stored in that location. PeopleSoft recommends that you only change these options when no other users are logged onto the system.

VIEWING STORAGE LOCATION INFORMATION

You can view information about your material storage locations online or generate a report to use for visual verification of storage location attributes.

PAGES USED TO VIEW STORAGE LOCATION INFORMATION

Page Name	Navigation	Usage
Review Material Storage Loc (locations)	Inventory, Maintain Storage Locations, Review Material Storage Loc	View the storage location attributes defined for a business unit.
Storage Locations (report)	Define Business Rules, Structure Inventory, Report, Storage Locations, Storage Locations	Generate a list of material storage location attributes for visual verification.

ESTABLISHING PUTAWAY DEFAULTS

You specify Putaway processing defaults using the Putaway Setup component.

PAGES USED TO ESTABLISH DEFAULT PUTAWAY INFORMATION AND RULES

Page Name	Navigation	Usage
Default Putaway Locations	Inventory, Maintain Storage Locations, Default Putaway Locations Inventory, Maintain Storage Locations, Review Default Putaway Loc, Default Putaway Locations	Assign or update default Putaway locations for an item.


STEP 1: ASSIGNING DEFAULT PUTAWAY LOCATIONS

When you usually store an item in the same location, you can improve the efficiency of your Putaway processing by defining a default Putaway location for the item. If you select the Default Putaway directed Putaway option on either the Putaway Setup page or the Putaway Item Setup page, PeopleSoft Inventory uses the storage location you define here as the highest-priority Putaway location. The Putaway processes also use this location if no Putaway rules are defined.

Navigation: *Inventory, Maintain Storage Locations, Default Putaway Locations*

Business Unit: Enter your Business Unit

Item ID: Enter the Item ID for which the default putaway location will be created.

Click . This brings you to the **Default Putaway Locations** page.


Default Putaway Locations



Business Unit: 80169




Item ID: 65567-517969




FILM,ROLL 400 NC 120

Default Putaway Location Details

[Customize](#) | [Find](#) | [View All](#) | 


First  1 of 1  Last

*Type	Area	Nettable	Non-Owned	Suspend
Owned 	STOCK  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Save
  Return to Search
  Notify

Type: Owned

Area: Enter storage area.

Save your work. Click .

Depending upon the type of item with which you are working, you can select multiple default Putaway locations. Here are a couple of examples:

- For items that require inspection, you must define a default inspection location. Since PeopleSoft Inventory only inspects items received from PeopleSoft Purchasing, you can also specify a second location to use when receiving these items from other sources. (You cannot, however, select an inspection location as the default for items that do not require inspection.)
- For both owned and non-owned items, you can select an owned default location and a non-owned default location.

PEOPLESOFT INVENTORY BUSINESS PROCESSES

The PeopleSoft Inventory business processes include:

- Receiving and Putaway
- Replenishment
- Creating Orders for Fulfillment
- Material reservations
- Picking
- Shipping
- Material usage and reconciliation
- Physical accounting

RECEIVING AND PUTTING AWAY STOCK

This section provides overviews of Receiving and Putaway processing and discusses how to:

- Record Express Putaway.
- Auto Putaway

UNDERSTANDING RECEIVING AND PUTAWAY PROCESSING

Receiving and Putaway processing play a key role in any material management strategy. How and where you store materials in your facility affects your total storage capacity and the efficiency of your Putaway and picking operations.

EXPRESS PUTAWAY PROCESSING

Use the Express Putaway option to put away stock that is not tied to a receipt or for which no receiving information is available.

Follow these steps to perform Express Putaway processing:

1. Enter item Putaway information in the Express Putaway component.
2. Save the Express Putaway component to:
 - Update the available quantity and inbound costs.
 - For lot-controlled items, calculate lot availability, retest, and expiration dates if you have defined shelf life, availability lead-time, and retest lead-time values on the Lot Control Information page.

RECORDING EXPRESS PUTAWAY

Use Express Putaway processing when you want to put incoming materials into their storage locations without taking the time to receive the items and create a Putaway plan.

The Express Putaway component does not update original or expected receipt information; therefore, you cannot use this processing method to put away material from purchase orders, interunit transfers, or RMAs. To receive purchase orders, use the Receiving component in PeopleSoft Purchasing; to receive and put away interunit transfers or RMAs, use the InterUnit and RMA Receiving component. Once receipt information for stock has been staged to PeopleSoft Inventory's staging interface table (STAGED_INF_INV), use auto-Putaway or multi-step Putaway processing to put away the stock.

When you save the Express Putaway component, the system performs the same validation as that performed by the Load Staged Items process. If you specify a new lot for a lot-controlled item, the system also calculates lot availability, retest, and expiration dates, provided that you have defined shelf life, availability lead-time, and retest lead-time values on the Lot Control Information page.

- Availability Date = Creation Date + Availability Lead Time
- Retest Date = Creation Date + Retest Lead Time
- Expiration Date = Creation Date + Shelf Life

Here's how to record Express Putaway:

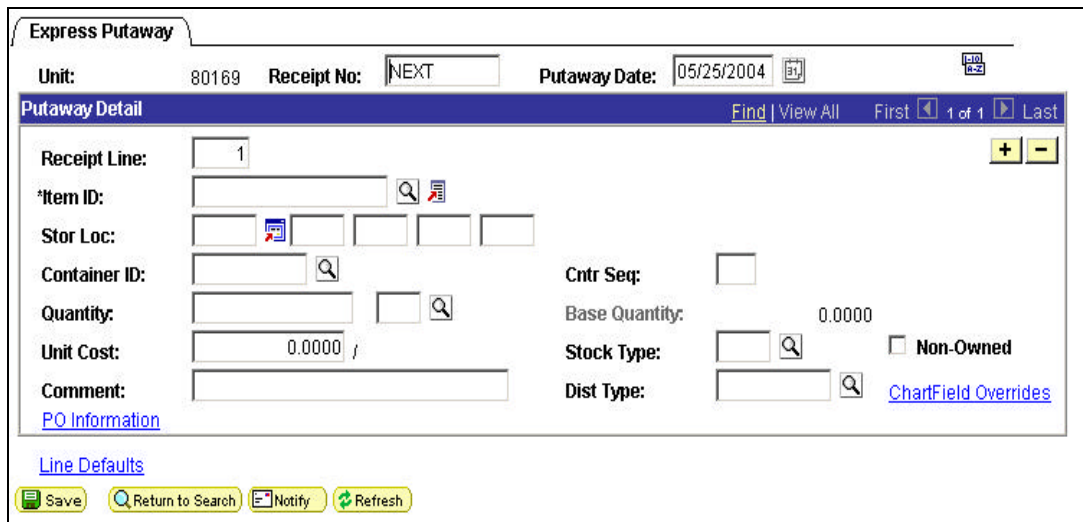
1. Enter mandatory Express Putaway information.
2. Specify tracking information.
3. Define information common to all Putaway lines.

PAGES USED TO RECORD EXPRESS PUTAWAY

Page Name	Navigation	Usage
Express Putaway	Inventory, Putaway Stock, Express Putaway	Enter mandatory information for the Express Putaway method.
Express Putaway - PO Information (Express Putaway - purchase order information)	Click the PO Information link on the Express Putaway page.	Use if the items being put away require specific tracking information, such as purchase order information.
Express Putaway - Putaway Line Defaults	Click the Line Defaults link on the Express Putaway page.	Define information common to all of the Putaway lines that you are processing.

STEP 1: ENTERING MANDATORY EXPRESS PUTAWAY INFORMATION

Navigation: *Inventory > Putaway Stock > Express Putaway*



Receipt No - NEXT

Putaway Date - The default is today's date. If the items were put away at a different time, enter the correct date. This field is for informational purposes and is not used when costing the Putaway transaction.

Receipt Line - (Default)



Stor Loc - If a default Putaway location has been defined for the item, that location appears. If you are not putting the item into an existing container, you can override the default Putaway location. If no default Putaway location exists, or if you are overriding the default, enter the storage location into which you want to put the item.

NOTE: The business unit's default display options determine how many storage location levels appear upon entry to this page. If you are entering a storage location that requires additional levels, enter the storage area, and then refresh the page to display the remaining levels for that area.

Unit Cost - Enter the cost per item.

Non-Owned - Do not select this option. Select only if the item is not owned by the business unit and is not consigned. The system does not cost the Putaway transaction for a non-owned item. In addition, if the item is average-costed, this transaction does not affect the average-cost calculations.

Stock Type - <blank> (Only required if the item is non-owned.)

NOTE: The business unit defaults established on the Inventory Display Options page govern whether lot serial, and configuration fields appear upon entry to this page. Any fields for which the default is *Yes* always appear. Any fields for which the default is *No* appear when you save or refresh the page, and only if they apply to the item being put away.

OPTIONAL LINKS:

ChartField Overrides

PO Information

Line Defaults.

CHARTFIELD OVERRIDES

Click [Chartfield Overrides](#) to access the ChartField Overrides page, where you can override the credit accounting information for the Putaway line.

PO INFORMATION

Click [PO Information](#) to access the Express Putaway — PO Information page if any of the items that you are entering require specific purchase order tracking information.

PO Information

PO: PO Date: 



Vendor:  Purchase Lot:



Entering information about the purchase order is optional and is informational only. The **PO** (purchase order), **PO Date**, **Vendor**, and **Purchase Lot** information should come from the receiving paperwork.


LINE DEFAULTS

Click [Line Defaults](#) to access the Express Putaway - Putaway Line Defaults page if you are entering multiple items on this page that share Putaway information.

Putaway Line Defaults








PO: PO Date:  

Vendor:  Dist Type: 

Container ID: 

Comment:

ChartField Overrides

ChartFields							Customize
Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Projects	
<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	Projects

If you enter information here during entry of the first Putaway line or after entering other items on the Express Putaway page, click the **Copy** button to copy the default information to the current or already existing Express Putaway lines. The copied information overwrites any line-specific information that you've defined. Only defaults with values specified are copied to the lines. If you do not use this button, the changes that you make here apply only to newly created lines.

STEP 2: AUTO-PUTAWAY PROCESSING

With auto-Putaway processing, you can streamline your Putaway operations by launching the Load Staged Items process, the Putaway Plan report, and the Putaway process in one step.

Use auto-Putaway processing when:

- You do not need tight controls over the Putaway process.
- You want all items to be put away automatically into the storage locations assigned at receiving or those selected by the system (locations matching the directed Putaway rules, if enabled, or the default storage location).

NOTE: Auto-Putaway processing does not allow you to record exceptions to system-selected Putaway storage locations.

Follow these steps to perform auto-Putaway processing:

- Insert items that need to be put away into the staging interface tables.
- Run the Auto-Putaway multiprocess job.

You can launch this job—which consists of the Load Staged Items process, the Putaway Plan report, and the Putaway process—from the Load Staged Items page or directly from interfacing applications.

- If you run the job from the Load Staged Items page, select the Flag Items for Auto-Putaway option.
- If you launch the job from PeopleSoft Purchasing, select the Flag Items for Auto-Putaway option on the User Preferences — Inventory page.
- If you initiate the job from the InterUnit and RMA Receiving component, select the Putaway at Receipt Save Time option on the InterUnit + RMA Receiving — Putaway Details page.

You can configure the Auto-Putaway job definition (or add a new definition) to include only a certain subset of the processes. For example, to run the Load Staged Items process and Putaway Plan report (SQR) immediately and perform stockroom feedback, configure the job to include only those two processes and then run the Putaway process separately. If you don't need the Putaway plan, you can remove the report from the job definition.

CREATING ORDERS FOR FULFILLMENT

This section provides an overview of stock request creation and discusses how to:

- Create material stock requests.
- Cancel orders and stock requests.
- Monitor order fulfillment status.

UNDERSTANDING METHODS OF STOCK REQUEST CREATION

The word 'orders' is a generic term that covers all of the possible sources of demand managed by PeopleSoft Inventory. You can create sales orders in PeopleSoft Order Management, demand in PeopleSoft Purchasing, or stock requests in PeopleSoft Inventory.

PeopleSoft Inventory offers four methods for creating stock request transactions, using either the Material Stock Request component or the Express Issue component:

- Create a complete material stock request (MSR) on the Stock Request Summary page.
- Enter basic information on the Stock Request Summary page and then add line details on the other pages in the Material Stock Request component.
- Create an MSR on the Quantity/Date Detail page and enter complete, detailed information for the order line.
- Create a stock request, pick stock for the request, and issue the stock using the Express Issue component.

COMMON ELEMENTS USED IN THIS SECTION

Unit or Business Unit - The business unit issuing the stock request.

Order No (order number) - The order number for the stock request. If you're using auto-numbering, the order number is either *NEXT* or the starting sequence that you entered.

Request Type - When you add a new MSR or express issue, the system presents you with a search dialog in which you must specify the type of order you are entering. Your selection determines which fields appear in the Material Stock Request component and on the Express Issue page. Values are:

External Order - Select to enter an MSR or express issue for an external order. While this request type enables you to identify the individual receiving the stock by using a ship to customer rather than a location, it is not intended to replace the features of a sales order. To complete a full billing and invoice transaction, create a sales order in PeopleSoft Order Management.

Internal Issue - Select to enter an MSR or express issue for an internal order (an order for a department or location within the Inventory business unit).

InterUnit Transfer - Select to enter an MSR or express issue for order that transfers stock from one Inventory business unit to another.

Vendor Returns - Select to enter an express issue for an RTV (return-to-vendor) order.

Increment Demand Line - This field, which is only available for the Material Stock Request component, determines which value increases when you click the Add button to insert a new stock request line. Select one of the following options:

Order Line - Creates another order line for the same stock request. The system automatically copies the address information defined on the Stock Request Summary page (along with the customer, ship to, location, load ID, carrier ID, and ship via) to the new order line when you enter an item ID. If no address information is defined on the Stock Request Summary page, the system copies the information from the previous order line to the new line.

Sched Line (schedule line) - Creates a new shipment schedule line for the current order line. The system copies the information from the previous schedule line to the new line, with the exception of request date, schedule ship date, and requested quantity.

Partial Orders Can Ship - Select to permit shipment of the stock request without fulfillment of the entire order. If you do not select this option, you cannot ship the request until all order lines are reserved, picked, and confirmed.

Order Line - Enables you to override the default order line value. This field is unavailable for entry in Update/Display mode.

Sched Line No (schedule line number) - Enables you to override the default schedule line number. This field is unavailable for entry in Update/Display mode.

Req Date (request date) - The date that the customer has requested that the stock arrive. The default value is the current date.

Run Process button - Click to launch the Material Reservations process (INPLDMND) for a specific order. This button is only available in the Material Stock Request component, and only after you have saved your changes.



Print button - In the Material Stock Request component, click to print the Material Issue Document report (INC6501). In the Express Issue component, click to print the Shipping Document report (INC6503) for the entered order.

If you change the item, quantity, or UOM after lot allocation, the system clears the current allocation information when you save or refresh the page.

Transfer button - Click the button located next to the Item ID field to access a transfer page of item-related links. On the transfer page, click the Item Search link to search for items using the Item Search Criteria page.

NOTE: Link options on transfer pages vary depending on the component and the item with which you're working. Only items with a status of *Active* or *Discontinue* are valid options.

CREATING MATERIAL STOCK REQUESTS

The Material Stock Request component enables you to create new stock requests; modify requests that have not yet been reserved; and add new order lines or schedules to existing requests, regardless of the status of the other lines on the request.

There are three types of Material Stock Requests:

- **External Order:** Creates a stock request for a customer outside of the State of North Dakota inventory system.
- **InterUnit Transfer:** Creates a stock request for another Business Unit within the State of North Dakota Inventory System.
- **Internal Issue:** Creates a request for stock from within your business unit.

You can only modify orders with a demand source of *IN* or *PL* in this component. To alter orders with a demand source of *OM* (after they are associated with a pick batch ID) or orders with a demand source of *PO*, use the Maintain Stock Request component. Note that for the latter type of order, the system does not update the PeopleSoft Purchasing requisition that generated the order.

Here's how to create material stock requests:

1. Enter required stock request information.
2. Enter line-level details.
3. Add shipment details.
4. Enter interunit transfer and accounting information.
5. (Optional) Enter transaction comments.
6. (Optional) Modify order addresses.
7. (Optional) Override ChartFields.
8. (Optional) Copy demand line information.
9. (Optional) Select configuration codes.
10. (Optional) Enter PeopleSoft Projects information.

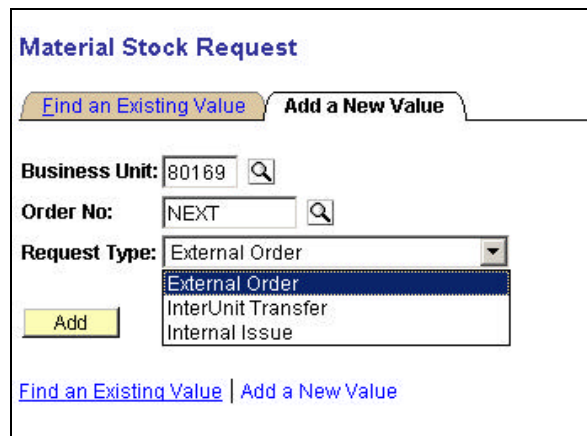
PAGES USED TO CREATE MATERIAL STOCK REQUESTS

Page Name	Navigation	Usage
Stock Request Summary	Inventory, Fulfill Stock Orders, Stock Requests, Material Stock Request, Stock Request Summary	Enter the required information for a material stock request.

Page Name	Navigation	Usage
Quantity/Date Detail	Click the Quantity/Date Detail link in the Material Stock Request component.	Add line-level detail to a stock request.
Shipment Detail	Click the Shipment Detail link in the Material Stock Request component.	Add destination information to a stock request.
Accounting/Inter unit Detail	Click the Accounting/IUT Detail link in the Material Stock Request component.	Enter interunit transfer information and associate the transaction with its appropriate override general ledger accounting debit ChartFields.
Transaction Comments	Click the Comments link in the Material Stock Request component.	Enter comments for a specific stock request line.
Order Address	Click the Override Address link on multiple pages.	View and modify the ship to address for the order or order line.
ChartField Overrides	Click the Override ChartFields link on the Stock Request Summary page.	Override the debit ChartFields defined for the distribution type for the order or order line.
Demand Line Override Options	Click the Copy to Existing Demand Lines link on the Stock Request Summary page.	Specify information to copy to the currently defined order lines for the stock request.

OVERVIEW OF MATERIAL STOCK REQUESTS


Navigation: *Inventory, Fulfill Stock Orders, Stock Requests, Material Stock Request*



Business Unit: Enter your Business Unit

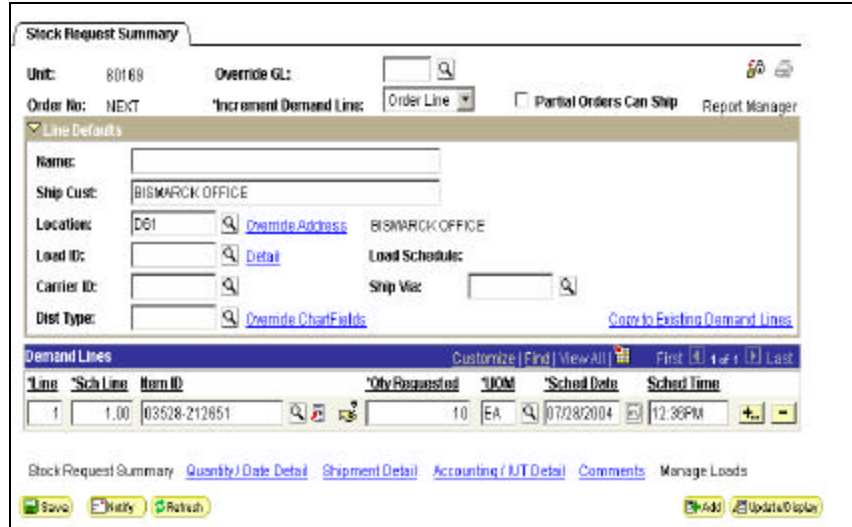
Order No: NEXT (do not change this value)

Request Type: Select the type of Request.




Click . This brings you to the **Stock Request Summary** page.

The **Stock Request Summary** page will contain different fields, depending upon which type of Stock Request you selected on the **Add a New Value** page. Each type of Stock Request is displayed below.

Internal Issue Stock Request Summary page



Stock Request Summary


Unit: 80169 Override GL:   


Order No: NEXT Increment Demand Line: Order Line ☐ Partial Orders Can Ship Report Manager



Line Defaults


Name:




Ship Cust: BISMARCK OFFICE

Location: D61  [Override Address](#) BISMARCK OFFICE

Load ID:  [Detail](#) Load Schedule:






Carrier ID:  Ship Via: 

Dist Type:  [Override CharFields](#) [Copy to Existing Demand Lines](#)

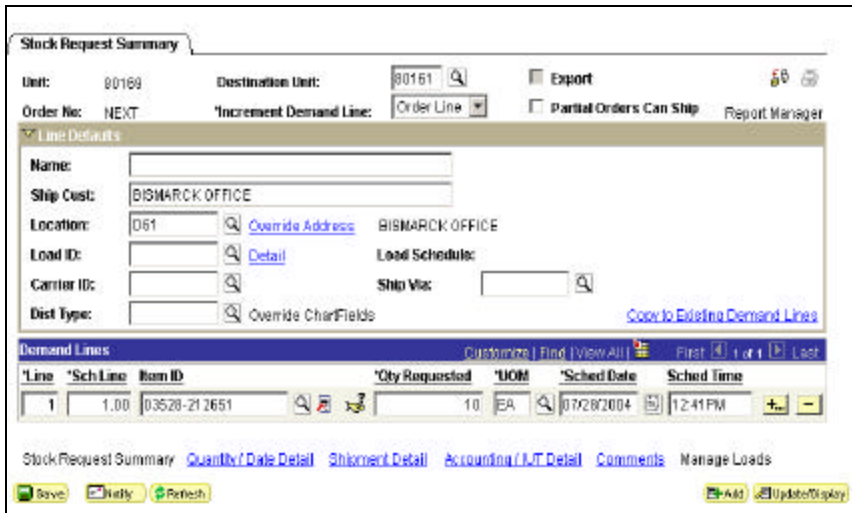
Demand Lines Customize | Find | View All |  First |  1 of 1 |  Last

Line	Sch Line	Item ID	Qty Requested	UOM	Sched Date	Sched Time
1	1.00	03528-212651	10	EA	07/28/2004	12:38PM




Stock Request Summary [Quantity / Date Detail](#) [Shipment Detail](#) [Accounting / I/T Detail](#) [Comments](#) Manage Loads

InterUnit Transfer Stock Request Summary page



Stock Request Summary


Unit: 80169 Destination Unit: 80161   


Order No: NEXT Increment Demand Line: Order Line ☐ Partial Orders Can Ship Report Manager



Line Defaults


Name:




Ship Cust: BISMARCK OFFICE

Location: D61  [Override Address](#) BISMARCK OFFICE

Load ID:  [Detail](#) Load Schedule:






Carrier ID:  Ship Via: 

Dist Type:  [Override CharFields](#) [Copy to Existing Demand Lines](#)

Demand Lines Customize | Find | View All |  First |  1 of 1 |  Last

Line	Sch Line	Item ID	Qty Requested	UOM	Sched Date	Sched Time
1	1.00	03528-212651	10	EA	07/28/2004	12:41PM

Stock Request Summary [Quantity / Date Detail](#) [Shipment Detail](#) [Accounting / I/T Detail](#) [Comments](#) Manage Loads

External Order Stock Request Summary page

Stock Request Summary

Unit: 80169

Order No: NEXT

'Increment Demand Line: Order Line

☐ Partial Orders Can Ship

Report Manager

Line Defaults

Customer: DT_21

CASS COUNTY ENGINEER

Ship To:

Location:

Load ID:

Carrier ID: COMMON

Dist Type:

Override Address

Detail

Load Schedule:

Ship Via: COMMON

Override ChartFields

Copy to Existing Demand Lines

Demand Lines

Customize | Find | View All | First | 1 of 1 | Last

*Line	*Sch Line	Item ID	*Qty Requested	*UOM	*Sched Date	Sched Time
1	1.00	03528-212651	10.0000	EA	07/28/2004	12:45PM

Stock Request Summary

Quantity / Date Detail

Shipment Detail

Accounting / IUT Detail

Comments

Manage Loads

Save

Notify

Refresh

Add

Update/Display

Destination Unit - If you are entering an interunit transfer, indicate which business unit is requesting the stock. The ship to customer and location information defined for the destination business unit appears in the **Line Defaults** group box. For intercompany transfers, the default ship to customer information comes from the customer specified for the destination business unit on the Interunit Ownership page.

NOTE: An interunit transfer can only go to one destination business unit. In addition, if you change the destination unit and the new unit requires closure calendar validation and processing for receiving activities as defined on the Closure Calendar page, the system validates the recalculated scheduled arrival date against the calendar. If the new date is an exception date, a warning message appears. Either accept the exception date by selecting No, or reschedule by selecting Yes. If you select Yes, the system returns the first future valid date for receiving operations.

Override GL (override general ledger) - If this is an interunit expensed issue, you can override the General Ledger business unit against which the transaction is costed. The system validates the destination business unit's ChartFields against the new value, costs the issue using the defined interunit transfer price, and records interunit accounting entries for an interunit expensed issue. If an override value was entered on the stock request, that value appears here; otherwise, the field is blank upon entry to the page.

NOTE: The business unit defaults established on the Inventory Display Options page govern whether this field appears upon entry to the page. If the default is Yes, the field appears; if the default is No, the field

does not appear. This field is only available for internal requests, not for interunit transfers or external requests.

Export - Indicates that the order is an intercompany transfer requiring export documentation. This field is populated at the order header level for the ship to customer defined for the destination business unit. If you override the setting here, the system transfers your selection to the line level, where it cannot be changed.

LINE DEFAULTS

Enter high-level order line information for the stock request. When you enter an item ID for a new order line (on this page or on other pages in the Material Stock Request component), the system copies this information to the line.

NOTE: The entries made here only affect newly created order lines. To change the values for existing order lines, use the Demand Line Override Options page.

Customer, Ship To, and Location - Available if the stock request is for an external order or an interunit transfer requiring intercompany processing. These three fields work together to define correct shipping information for a stock request.

If the stock request is an interunit transfer requiring intercompany processing, the default values come from the ship to customer assigned to the destination business unit, and you cannot override them. If the request is an interunit transfer not requiring intercompany processing, the system treats it as an internal order.

For an external order, you can select the customer first, and the ship to and location information associated with the customer appear by default.

Name, Ship Cust (ship to customer name), and **Location** - Available if the stock request is for an internal order. If you enter the location first, the system enters the ship to customer automatically.

Detail link - Click to access the Load Capacity Inquiry page, where you can view information about the capacity of the specified load.

Carrier ID and **Ship Via** - The system automatically populates these fields with the information associated with the load and displays the **Load Schedule** (the scheduled date for the load).

If you have not specified a load, enter the appropriate carrier ID and ship via. For external issues or intercompany transfer orders, the default values for these two fields come from the ship to customer.

Dist Type (distribution type) - The default value is based on the Request Type selected in the Material Stock Request search dialog: This is used for accounting purposes only.

DEMAND LINES



Line, Sch Line (schedule line), **Item ID, Qty Requested** (quantity requested), and ordering UOM (unit of measure) - For each order line and schedule line, enter the appropriate item and order quantity information.

NOTE: If the item has only one valid ordering unit of measure, that value becomes the default for the UOM field. If the item has multiple valid ordering UOMs, the standard UOM becomes the default if (a) all ordering UOMs use the same quantity precision rule, and (b) the standard UOM is a valid ordering UOM. Otherwise, the UOM field is blank until you enter a value.

Sched Date (scheduled shipment date and time) - The default for MSRs is the current date and time.

NOTE: If the business unit requires closure-calendar validation and processing for shipping operations as defined on the Closure Calendar page, and if the scheduled shipment date is an exception date, the system uses the first valid future shipping date.

If you selected Auto Reserve on the Fulfillment Setup page, saving the Stock Request Summary page launches the Material Reservations process.

OPTIONAL LINKS:

Quantity/Date Detail

Shipment Detail

Accounting / IUT Detail

Comments

QUANTITY / DATE DETAIL LINK

Qty Requested (quantity requested) – The quantity requested and the ordering UOM (unit of measure) for the order line. This quantity appears as the **Qty to Ship** (quantity to ship), which incorporates any transfer yield that was defined for the interunit transfer item and ship via.

Note. If the item has only one valid ordering unit of measure, that value becomes the default in the UOM field. If the item has multiple valid ordering UOMs, the standard UOM becomes the default if: (1) all UOMs use the same quantity precision rule, and (2) the standard UOM is a valid ordering UOM. Otherwise, the UOM field is blank until you enter a value.

Qty Requested Base (base quantity requested) – The requested quantity for the order line, converted to the item's standard unit of measure.

Schedule Date – The date the order is scheduled to ship in order to arrive by the request date.

Quantity / Date Detail			
Unit:	80169	Order No:	MSR0000001
Demand Lines		Find View All First 1 of 1 Last	
*Order Line:	1	*Sched Line No:	1.00
Item ID:	D6054-435471	Available to Promise	
GASKET KIT,OIL PUMP			
*Qty Requested:	1.0000	*UOM:	EA
Qty to Ship:	1.0000	Qty Requested Base:	1.0000 EA
*Schedule Date:	05/25/2004 7:13PM	Req Date:	05/25/2004
Earliest Ship Date:	05/25/2004 7:13PM	Latest Ship Date:	05/25/2004 7:13PM
Sched Arrv:	05/25/2004 7:13PM		
<input checked="" type="checkbox"/> Partial Qtys Can Ship <input type="checkbox"/> Ship Prior to Sched Date <input type="checkbox"/> Cancel Backorder			
Stock Request Summary Quantity / Date Detail Shipment Detail Accounting / IUT Detail Comments Manage Loads			
Save Notify Refresh		Add Update/Display	

NOTE: The default scheduled ship date for MSRs is the current date and time. If the business unit requires closure-calendar validation and processing for shipping operations as defined on the Closure Calendar page, and if the scheduled shipment date is an exception shipping date, the system uses the first valid future shipping date.

Earliest Ship Date – Determines when the order line is available to load into the Shipping/Issues component. The default is the scheduled date and time, but if you select the **Ship Prior to Sched Date** (ship prior to scheduled date) option, you can specify a new date.

Latest Ship Date – This field is for informational purposes only.

Sched Arrv (scheduled arrival) - The date the order should arrive at its destination. The scheduled arrival is linked to the scheduled shipment date. If the transfer is an interunit transfer and the user adds in transit time for the appropriate source business unit, destination business unit, and ship via, the system adds this extra time to the scheduled shipment date to determine the scheduled arrival date. In the Shipping/Issues component, the arrival date is linked to the actual shipment date and time.

NOTE: For interunit transfers, if you change the Sched Arrv date and time, and if the destination business unit requires closure-calendar validation and processing for receiving operations as defined on the Closure Calendar page, the system validates the new scheduled arrival date and time against the closure calendar. If the arrival date coincides with a receiving closure date at the destination business unit, the system issues a warning and provides the option to keep the date or move the scheduled arrival date to the next valid date.

Partial Qtys Can Ship - (partial quantities can ship) – Select to fulfill partial quantities of stock request lines if sufficient stock is not available. If you do not select this option, the system does not process stock request lines until the quantity can be completely fulfilled. (There is one exception to this rule—see the **Cancel Backorder** discussion.)

Ship Prior to Sched Date - (ship prior to scheduled date) – Select to enable shipment of the stock before the scheduled shipment date. If you do not select this option, the Shipping/Issues component does not allow shipment until the current date is equal to or later than the scheduled shipment date.

Cancel Backorder – Select to cancel the automatic backordering of a partially fulfilled order line. If you do not select this option, the system creates a backorder automatically if there is insufficient quantity to fulfill the order line. If you select this option and (1) there isn't any quantity available, or (2) there is insufficient quantity and the partial quantity check box isn't selected, the entire line is canceled rather than being fully backordered.

SHIPMENT DETAILS LINK

Currently not being used by the State of North Dakota. (For informational purposes only)

Access the Shipment Detail page.

Shipment Detail

Unit: 80169 Order No: MSR0000001

Demand Lines

Find | View All First 1 of 1 Last

*Order Line: 1 *Sched Line No: 1.00

Item ID: 06054-435471

Available to Promise

GASKET KIT,OIL PUMP

Name:

Ship Cust: SHIP TO:/BILL TO:FINANCE

Location: C50 [Override Address](#) SHIP TO:/BILL TO:FINANCE

Freight Terms:

Packaging:

Load ID: Detail Route Code:

Carrier ID: Ship Via:

Reason Code:

[Stock Request Summary](#) [Quantity / Date Detail](#) Shipment Detail [Accounting / IUT Detail](#) [Comments](#) [Manage Loads](#)

Save Notify Refresh

Add Update/Display

Freight Terms – State of North Dakota is not currently using this field. Freight terms are established on the Freight Terms page.

Packaging – State of North Dakota is not currently using this field. codes are established on the Packing Codes page. This information appears on the Packing Instructions page when packing shipping containers.

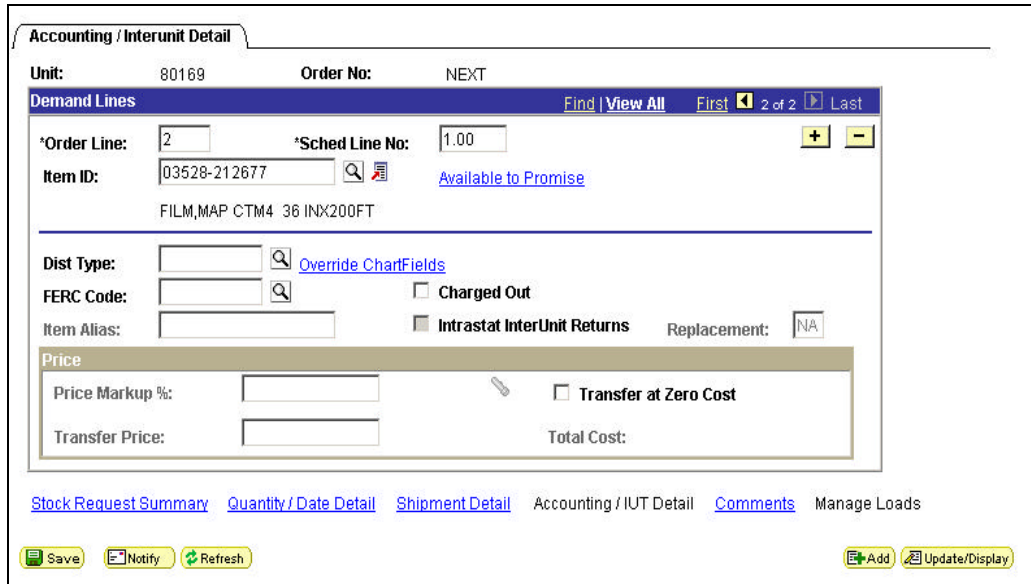
Load ID – State of North Dakota is not currently using this field. The system automatically enters the carrier and ship via information and you cannot modify it.

Route Code – State of North Dakota is not currently using this field. If the business unit is set up to use routes, you can assign a transportation route for delivery of the order.

Reason Code – State of North Dakota is not currently using this field. A user defined reason code selected from the values that have a reason type of *Shipments*. If you leave this field blank, the default value comes from the Inventory Business Unit Definition — Shipping Options page.

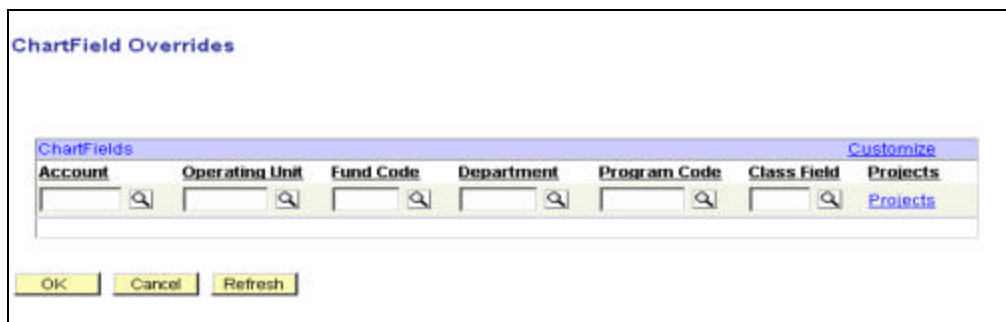
ACCOUNTING / IUT DETAIL LINK

If you wish to override the default chartfields, click on the [Accounting / IUT Detail](#) link.




The screenshot shows the 'Accounting / Interunit Detail' form. At the top, it displays 'Unit: 80169' and 'Order No: NEXT'. Below this is a 'Demand Lines' section with a table showing one line with 'Order Line: 2' and 'Sched Line No: 1.00'. The 'Item ID' is '03528-212677' and the description is 'FILM,MAP CTM4 36 INX200FT'. There are links for 'Find', 'View All', 'First', '2 of 2', and 'Last'. Below the table, there are fields for 'Dist Type', 'FERC Code', and 'Item Alias', each with a search icon. There are also checkboxes for 'Charged Out' and 'Intrastat InterUnit Returns', and a 'Replacement' field set to 'NA'. A 'Price' section contains fields for 'Price Markup %', 'Transfer Price', and 'Total Cost', along with a 'Transfer at Zero Cost' checkbox. At the bottom, there are navigation links: 'Stock Request Summary', 'Quantity / Date Detail', 'Shipment Detail', 'Accounting / IUT Detail' (highlighted), 'Comments', and 'Manage Loads'. There are also buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

On the **Accounting / IUT Detail** page, click on the [Chartfield Overrides](#) link.



The screenshot shows the 'ChartField Overrides' form. It has a title bar 'ChartField Overrides' and a 'Customize' button. Below the title bar is a table with columns: 'Account', 'Operating Unit', 'Fund Code', 'Department', 'Program Code', 'Class Field', and 'Projects'. Each column has a search icon. Below the table are buttons for 'OK', 'Cancel', and 'Refresh'.

ChartFields – Any change you make overrides the ChartFields debited by the stock request. You cannot override ChartFields for interunit transfers, intercompany transfers, or RTV orders.

Enter the Chartfield information. Click  to return to the **Accounting / IUT Detail** page.

COMMENTS LINK

Click on the Comments link if you wish to add a comment to this stock request.

Transaction Comments

Unit: 80169 Order No: MSR0000001

Demand Lines
Find | View All First 1 of 1 Last

*Order Line: 1 *Sched Line No: 1.00 + -

Item ID: 06054-435471 Available to Promise

GASKET KIT,OIL PUMP

Comments:

Custodian:

Return Date: RTR Date:

[Stock Request Summary](#) [Quantity / Date Detail](#) [Shipment Detail](#) [Accounting / IUT Detail](#) Comments [Manage Loads](#)

Save Notify Refresh Add Update/Display

Comments: Enter a comment, up to 256 characters in length.

RTR Date (request to receive date) – The projected date that the Inventory business unit can obtain the item if a purchasing requisition is placed with today's date. The RTR date is calculated as the item's replenishment lead time (measured in days) added to the current date. If the item does not have a replenishment lead time defined, no RTR date appears.

MATERIAL STOCK REQUEST: EXTERNAL ORDER

Navigation: *Inventory, Fulfill Stock Orders, Stock Requests, Material Stock Request*

Material Stock Request

[Find an Existing Value](#)
[Add a New Value](#)

Business Unit: 80169

Order No: NEXT

Request Type: External Order

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: Enter your Business Unit

Order No: NEXT (do not change this value)

Request Type: External Order

Click [Add](#). This brings you to the **Stock Request Summary** page.

Stock Request Summary

Unit: 80169

Order No: NEXT

***Increment Demand Line:** Order Line

☐ Partial Orders Can Ship

[Report Manager](#)

Line Defaults

Customer: DT_21 CASS COUNTY ENGINEER

Ship To:

Location: [Override Address](#)

Load ID: [Detail](#)

Carrier ID: COMMON

Dist Type: [Override ChartFields](#)

Load Schedule:

Ship Via: COMMON

[Copy to Existing Demand Lines](#)

Demand Lines

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

*Line	*Sch Line	Item ID	*Qty Requested	*UOM	*Sched Date	Sched Time
1	1.00	03528-212651	10	EA	07/27/2004	3:48PM

[Stock Request Summary](#) | [Quantity / Date Detail](#) | [Shipment Detail](#) | [Accounting / IUT Detail](#) | [Comments](#) | [Manage Loads](#)

[Save](#)
[Notify](#)
[Refresh](#)
[Add](#)
[Update/Display](#)

Increment Demand Line: Order Line

Partial Orders Can Ship: Optional. Selecting this option will allow a partial order to ship. This does not necessarily create a backorder.

Customer: Enter customer ID (use the [lookup](#) to find your customer if needed.)


Carrier ID: COMMON

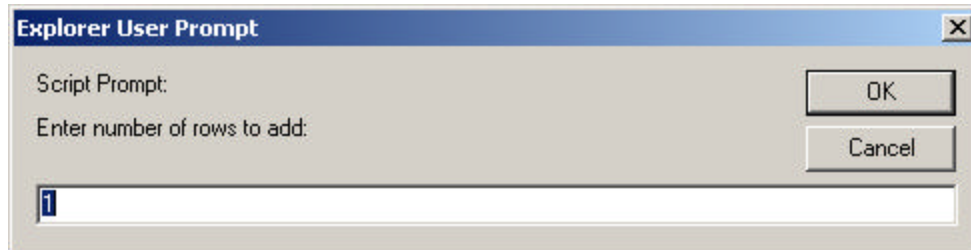
Ship Via: COMMON

Item ID: Enter the Item ID (use the [lookup](#) if needed.)

Qty Requested: Enter Quantity

UOM: Enter Unit of Measure

To add another item to this order, click on the  button to add another **Demand Line**.



Explorer User Prompt


Script Prompt:

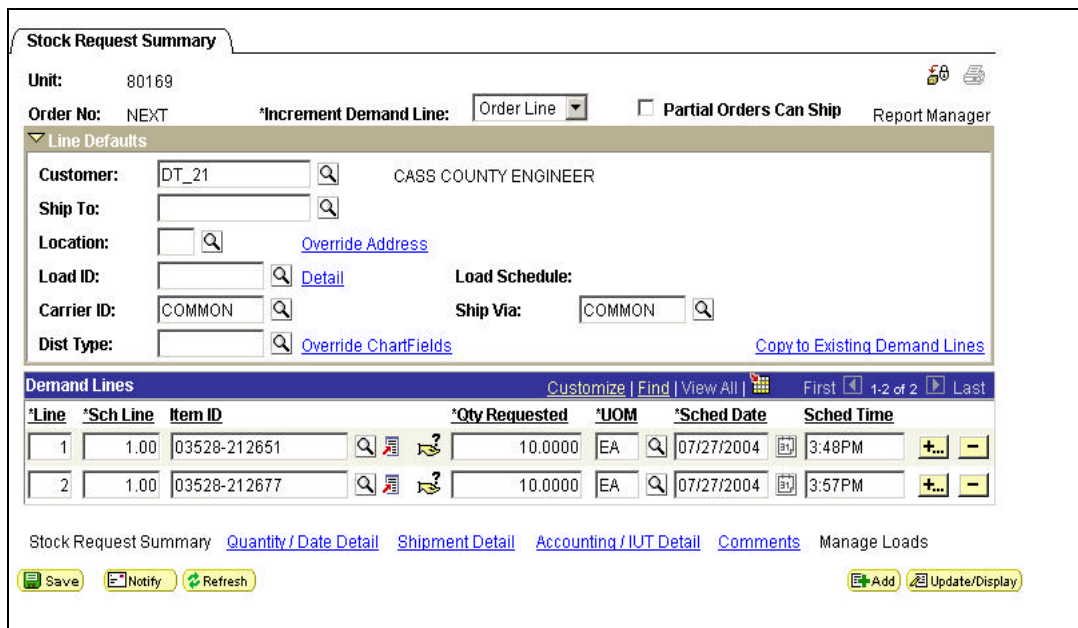
Enter number of rows to add:

1

OK Cancel

When prompted with this message, enter the number of rows you wish to add. Click OK.

NOTE: If you later decide to delete one of the rows, simply click on the  button. A warning message will appear, and if you wish to delete the row, click OK.



Stock Request Summary

Unit: 80169

Order No: NEXT *Increment Demand Line: Order Line ☐ Partial Orders Can Ship Report Manager

Line Defaults

Customer: DT_21 CASS COUNTY ENGINEER

Ship To:

Location: [Override Address](#)

Load ID: [Detail](#) Load Schedule:

Carrier ID: COMMON Ship Via: COMMON

Dist Type: [Override ChartFields](#) [Copy to Existing Demand Lines](#)


Demand Lines Customize | Find | View All | First 1-2 of 2 Last

*Line	*Sch Line	Item ID	*Qty Requested	*UOM	*Sched Date	Sched Time		
1	1.00	03528-212651	10.0000	EA	07/27/2004	3:48PM		
2	1.00	03528-212677	10.0000	EA	07/27/2004	3:57PM		

Stock Request Summary [Quantity / Date Detail](#) [Shipment Detail](#) [Accounting / IUT Detail](#) [Comments](#) Manage Loads

Enter the **Item ID**, **Qty Requested** and **UOM** for this line.

Use the Optional Links if needed.

Once all of the information is entered for this Stock Request, click .

Notice that the **Order No** has changed from next to "MSR," followed by a value.

MATERIAL STOCK REQUEST: INTERUNIT TRANSFER

Navigation: *Inventory, Fulfill Stock Orders, Stock Requests, Material Stock Request*

Material Stock Request

[Find an Existing Value](#)
[Add a New Value](#)

Business Unit: 80169

Order No: NEXT

Request Type: InterUnit Transfer

Add

External Order

InterUnit Transfer

Internal Issue

[Find an Existing Value](#)
[Add a New Value](#)

Business Unit: Enter your Business Unit

Order No: NEXT (do not change this value)

Request Type: InterUnit Transfer

Click [Add](#). This brings you to the **Stock Request Summary** page.

Stock Request Summary

Unit: 80169

Destination Unit: 80161

Export

Order No: NEXT

Increment Demand Line: Order Line

Partial Orders Can Ship

Report Manager

Line Defaults

Name:

Ship Cust: BISMARCK OFFICE

Location: D61

Load ID:

Carrier ID: COMMON

Dist Type:

Override Address

Detail

BISMARCK OFFICE

Load Schedule:

Ship Via: COMMON

Override ChartFields

Copy to Existing Demand Lines

Demand Lines

Customize

Find

View All

First

1 of 1

Last

Line	Sch Line	Item ID	Qty Requested	UOM	Sched Date	Sched Time
1	1.00	03628-212851	10.0000	EA	07/28/2004	1:43PM

Stock Request Summary

Quantity/Date Detail

Shipment Detail

Accounting/INT Detail

Comments

Manage Loads

Save

Notify

Refresh

Add

Update/Display

Destination Unit: Enter the Business Unit to which the item(s) will be sent.

Increment Demand Line: Order line

Partial Orders Can Ship: Optional. Selecting this option will allow a partial order to ship. This does not necessarily create a backorder.


Name: Optional. Enter the name of the requester.

Ship Cust: Will default in when Destination Unit is selected.

Location ID: Will default in when Destination Unit is selected.

Carrier ID: COMMON

Ship Via: COMMON


Item ID: Enter the Item ID (use the  lookup if needed.)

Qty Requested: Enter Quantity

UOM: Enter Unit of Measure

If necessary, add additional lines. Fill in the appropriate information on each line.

Use the Optional Links if needed.

Once all of the information is entered for this Stock Request, click .

Notice that the **Order No** has changed from next to "MSR," followed by a value.

MATERIAL STOCK REQUEST: INTERNAL ISSUE

Navigation: *Inventory, Fulfill Stock Orders, Stock Requests, Material Stock Request*



The screenshot shows a web form titled "Material Stock Request". It has two tabs: "Find an Existing Value" (selected) and "Add a New Value". The form contains the following fields:

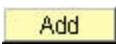
- Business Unit:** A text box with "80169" and a lookup icon.
- Order No:** A text box with "NEXT" and a lookup icon.
- Request Type:** A dropdown menu with "Internal Issue" selected. A list of options is shown below the dropdown: "External Order", "InterUnit Transfer", and "Internal Issue".

Below the dropdown is a yellow "Add" button. At the bottom of the form are two links: "Find an Existing Value" and "Add a New Value".

Business Unit: Enter your Business Unit

Order No: NEXT (do not change this value)

Request Type: Internal Issue

Click . This brings you to the **Stock Request Summary** page.

Stock Request Summary

Unit: 80169
Override GL:
Order No: NEXT
Increment Demand Line: Order Line
Partial Orders Can Ship
Report Manager

Line Defaults

Name:
Ship Cust: SUPPLY WAREHOUSE
Location: C69
Load ID:
Carrier ID:
Dist Type:

Override Address
SUPPLY WAREHOUSE
Detail
Load Schedule:
Ship Via:
Override CharFields
Copy to Existing Demand Lines

Demand Lines

Customize | Find | View All | First 1 of 1 Last

*Line	*Sch Line	Item ID	*Qty Requested	*UOM	*Sched Date	Sched Time
1	1.00	03528-212651	10	EA	07/28/2004	2:00PM

Stock Request Summary
Quantity / Date Detail
Shipment Detail
Accounting / IUT Detail
Comments
Manage Loads

Save
Notify
Refresh
Add
Update/Display

Override GL: Optional. This field can only be used on specific types of transactions.


Name: Optional. You may enter the name of the requester here.

Ship Cust: Defaults in after Location is selected.

Location: Select location to which the item(s) will be sent.

Carrier ID: Optional.

Ship Via: Optional.


Item ID: Enter the Item ID (use the  lookup if needed.)

Qty Requested: Enter Quantity

UOM: Enter Unit of Measure

If necessary, add additional lines. Fill in the appropriate information on each line.

Use the Optional Links if needed.

Once all of the information is entered for this Stock Request, click .

Notice that the **Order No** has changed from next to "MSR," followed by a value.



CANCELING ORDERS AND STOCK REQUESTS

You can cancel the following orders from PeopleSoft Inventory:

- Orders that are not sourced from PeopleSoft Order Management and have not yet been shipped.
- Sales orders from PeopleSoft Order Management that have appeared on picking plans and have order lines or schedules that were previously canceled in PeopleSoft Order Management.

MONITORING ORDER FULFILLMENT STATUS

This section discusses how to:

1. View fulfillment status.
2. Search for orders.
3. View order line information.
4. View additional order line information.
5. Review the status of a particular order.
6. Select an order to view.
7. View additional shipment information for an order.
8. View lot, serial, and container details for an order.
9. View an item's configuration code.

NOTE: If your installation includes Order Management, begin your inquiry with the Order Tracking — Results page. You can then transfer to the Fulfillment Status page, the Shipping History page, or the Stock Requests page for more detailed information.

PAGES USED TO MONITOR ORDER FULFILLMENT STATUS

Page Name	Navigation	Usage
Fulfillment Status	Inventory, Fulfill Stock Orders, Review Fulfillment Information, Fulfillment Status	View the fulfillment status of one or more orders for a business unit.
Fulfillment Status Order Selection	Click the Search link on the Fulfillment Status page.	Search for the orders that you want to view on the Fulfillment Status page.
Fulfillment Status - Order Line Detail	Click a linked order number on the Fulfillment Status page.	View order line information for the orders that appear on the Fulfillment Status page.
Fulfillment Status - Details	Click the View Details link on the Order Line Detail page.	View additional information for the order lines that appear on the Order Line Detail page.
Stock Requests	Inventory, Fulfill Stock Orders, Review Fulfillment Information, Stock Requests	Review the status of a specific order.

Stock Request Inquiry Selection	Click the Search link on the Stock Requests page.	Specify search criteria for the order that you want to view on the Stock Requests page.
Stock Requests - Order Details	Click the Order Details link on the Stock Requests page.	View additional shipment information for an order line.
Stock Requests - Picking Details	Click the Picking Details link on the Stock Requests page.	View lot, serial, or container details for the stock picked or the lot allocated for the order line.
Stock Requests - Requisition Details	Inventory, Replenish Inventory, Manage Replenishment Requests Inventory, Replenish Inventory, Review Replenishment Requests	Transfers you to the Replenishment Requests Inquiry page.

VIEWING FULFILLMENT STATUS



Navigation: *Inventory, Fulfill Stock Orders, Review Fulfillment Information, Fulfillment Status*

Fulfillment Status

Unit:

Stock Requests
[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Status | [Source](#)

Order No	Total Lines	Unfulfilled	Reserved	On Pick Plan	Confirmed	Shipped	Depleted	Cancelled	On Hold
 MSR0000001	1		1						
 MSR0000002	1						1		

Totals

All:	2	Unfulfilled:	0	On Pick Plan:	0	Shipped:	0	Cancelled:	0
		Reserved:	1	Confirmed:	0	Depleted:	1	On Hold:	0

This page indicates whether lines are unfulfilled, reserved, on the picking plan, confirmed, shipped, depleted, canceled, or on hold. You can view the total number of demand lines for each order as well as the number of demand lines in each fulfillment stage. You can also see the grand totals for all selected orders.

NOTE: The **On Hold** value includes demand lines with sales order holds as well as inventory holds.

Stock Request Inquiry button – Click for an order to transfer to the Stock Requests page, where you can view the status of all demand lines in the order.

Totals – Order status totals for all orders meeting the selection criteria appear at the bottom of the page.

SEARCHING FOR ORDERS

Click the [Search](#) hyperlink on the Fulfillment Status page.

Fulfillment Status Order Selection

Unit:	80169	Source:	<input type="text"/>	Src BU:	<input type="text"/>	Order No:	<input type="text"/>
Status:	<input type="text"/>	Select:	All	Lot ID:	<input type="text"/>	Container ID:	<input type="text"/>
Item ID:	<input type="text"/>	Carrier ID:	<input type="text"/>	Ship Via:	<input type="text"/>	Load ID:	<input type="text"/>
Sched Date:	<input type="text"/>	Pick Batch ID:	<input type="text"/>	Route:	<input type="text"/>	Route Group:	<input type="text"/>
From:	<input type="text"/>	Shipping ID:	<input type="text"/>	Vendor ID:	<input type="text"/>	Order Group:	<input type="text"/>
To:	<input type="text"/>	Ship To:	<input type="text"/>	Location:	<input type="text"/>		
Ship Date:	<input type="text"/>	Ship To Name:	<input type="text"/>	Location:	<input type="text"/>		
From:	<input type="text"/>	Destination Unit:	<input type="text"/>				
To:	<input type="text"/>						
OK	Cancel						



Viewing Order Line Information

Click on the [Order No.](#) hyperlink on the Fulfillment Status page.

Order Line Detail			
Unit:	80169	Source:	IN
Src BU:	80169	Order No:	MSR0000002
Find View All First 1 of 1 Last			
Line:	1	Sch Line:	1.00
Status:	Depleted	Depleted - Billing Not Available	
Item ID:	03528-212651	FILM,MAP CTM4 24 INX200FT	
Location:	C50	SHIP TO:/BILL TO:FINANCE	
Carrier ID:			
Ship Via:		Load ID:	
Quantities		Dates	
Requested:	1.0000 EA	Schedule Date:	05/25/2004 7:29PM
Allocated:	0.0000 EA	Orig Sched Date:	05/25/2004 7:29PM
Picked:	1.0000 EA	Earliest Ship Date:	05/25/2004 7:29PM
Shipped:	1.0000 EA	Latest Ship Date:	05/25/2004 7:31PM
View Details		Fulfillment Status	
Ship Containers			

Flags

- ☒ Approved
- ☐ Backorder
- ☒ Cancel BO
- ☐ Partial Orders Can Ship
- ☐ Partial Qty's Can Ship
- ☐ Ship Prior to Sched Date

Ship Containers – Click to access the Ship Container Hierarchy — Ship Container inquiry page, where you can view information pertaining to any shipping containers associated with a demand line. (PeopleSoft Inventory automatically populates the Shipping Containers inquiry page with all containers associated with this demand line.)



VIEWING ADDITIONAL ORDER LINE INFORMATION

Access the Fulfillment Status - Details page by clicking on the [Fulfillment Status](#) hyperlink on the above page.

Details

Unit: 80169

Ship ID: 0000000001

Order No: MSR0000002

Order Line: 1

Sch Line: 1.00

Demand Line No: 1

Item ID: 03528-212651

Std UOM: EA

FILM,MAP CTM4 24 INX200FT

Shipping Details

[Customize](#) | [Find](#) | [View All](#) |  [First](#)  1 of 1  [Last](#)

Container ID	Base Quantity
	1.0000

Qty Ship Base: 1.0000

[Order Line Detail](#)

REVIEWING THE STATUS OF A PARTICULAR ORDER

Navigation: *Inventory, Fulfill Stock Orders, Review Fulfillment Information, Stock Requests*

Stock Requests

Unit: 80169 Search

Find | View All First 1 of 1 Last

Source: IN Src BU: 80169 Order No: MSR0000002 Line: 1 Sch Line: 1.00 Line No: 1
Item ID: 03528-212651 Ship Cust: SHIP TO:BILL TO:FINANCE
FILM,MAP CTM4 24 INX200FT Ship Via: Carrier ID: Dest Unit:

Status	Quantity	(EA)	Date
<input checked="" type="checkbox"/> Reserved			05/25/2004
<input checked="" type="checkbox"/> On Pick Plan	1.0000		05/25/2004
<input checked="" type="checkbox"/> Confirmed	1.0000		05/25/2004
<input checked="" type="checkbox"/> Shipped	1.0000		05/25/2004
<input checked="" type="checkbox"/> Depleted	1.0000		05/25/2004
<input type="checkbox"/> Cancel PO			

☐ Backorder
☒ Approved
☐ Hold

Dates

Requested: 05/25/2004
Earliest: 05/25/2004
Scheduled: 05/25/2004
Sched Arrv: 05/25/2004 7:29PM

Quantities

Requested: 1.0000 (EA)
Ship: 1.0000

[Order Details](#) [Picking Details](#) Requisition Details Configuration Code

Notify

This page enables you to track the fulfillment status of each demand line within an order and to confirm the settings of the different options governing parameters such as whether the order is approved or on backorder, whether partially fulfilled stock requests can be shipped, and whether requests can be shipped ahead of schedule.

Shipping Container Details – The State of North Dakota is not using this feature.

Requisition Details – Click to transfer to the Replenishment Request Inquiry page, where you can view orders with ad hoc requisitions.

Track by Order – Click to view the status of a shipped order using the external carrier's Web tracking system if the external carrier has a URL specified for it on the Carrier URL page.

VIEWING ADDITIONAL SHIPMENT INFORMATION FOR AN ORDER

Click on the [Order Details](#) hyperlink on the Stock Requests page.

Order Details

User ID: dleland
Pick Batch ID:
Shipping ID: 0000000001
InterUnit ID:
Bill of Lading:
Manifest:

Override GL BU:

- ☐ **Ship Prior to Sched Date** ☒ **Cancel Backorder**
☐ **Partial Orders Can Ship**
☐ **Partial Quantities Can Ship**

Return

PICKING INVENTORY

This section provides overviews of the picking business process and discusses how to:

- Create picking plans.
- Enter picking feedback
- Confirm picked inventory.

UNDERSTANDING THE PICKING PROCESS

The PeopleSoft Inventory picking process enables you to translate demand from Inventory, Order Management, Purchasing, Enterprise Planning, Production Planning, and third-party applications into picking instructions for your stockroom workers. You specify business unit-level picking rules and selection criteria in the Fulfillment Setup component and establish additional parameters for each picking plan on the Picking Plan page. The Picking Plan process (INS6000) then creates the Picking Plan report, which tells your picking staff what material to pick and from which storage locations to pick it.

PeopleSoft Inventory supports two types of picking plans:

Push picking (system-defined) – The picking plan uses the specified picking rules to determine the most appropriate storage location from which to pick each item, then creates an allocation to reserve the requisite quantity in the storage location displayed on the Picking Plan report. Once an allocation exists, the allocated quantity in that storage location is unavailable to fulfill other demand lines. When picking is complete, the picker enters exceptions to the storage location information, using the Picking Feedback page, the Shipping/Issues - Picking Feedback page, or an electronic data collection device.

Pull picking (picker-defined) – The picking plan suggests storage locations from which to pick each item but does not make an allocation. Because there is no allocation of quantity, the picker is not limited to a specific location, nor is the item necessarily excluded from other picking plans. When picking is complete, the picker enters the actual storage location information using the Picking Feedback page, the Shipping/Issues — Picking Feedback page, or an electronic data collection device.

For an item to appear on either type of picking plan, its storage location must be available for picking. Items in storage locations that contain negative quantities or that are suspended, on hold, closed, non-nettable, used for work in progress, or undergoing physical cycle counts are not included on picking plans. Items in default staging locations are only included if you've selected the Available to Pick Plan option on the Default Staging Location page. Items with a status of on hold, rejected, or restricted are also excluded from picking plans.

After the picking results have been recorded (manually through the Picking Feedback page, the Shipping/Issues - Picking Feedback page, or an electronic data collection system; or automatically through auto-pick processing), the Picking Confirmation process (INPBCONF) decreases the on-hand quantities for the appropriate storage locations and prepares the demand lines for shipment processing. For push picking plans, the Picking Confirmation process also relieves the allocations created by the Picking Plan process.



NOTE: Because these adjustments are made at the storage location level only, your business unit quantities do not reflect the new storage location quantities until you run the Depletion process (INPDDEPL). To compare the balances, use the Item Balance by Location and Item Balance by Unit pages under the Maintaining Inventory menu.

The Picking Confirmation process only includes demand lines that are marked as confirmed. If you are auto-shipping, Picking Confirmation processes only orders that meet the shipping date, partial order, and single shipment criteria specified upon demand entry. Unless shipping ahead of schedule is allowed, auto-shipped orders must be scheduled to ship on or before the current date and time. In addition, unless shipment of partial orders is allowed, all demand lines for auto-shipped orders must be picked before they are eligible for picking confirmation. Finally, if you are auto-shipping sales orders marked for single shipment, all demand lines must be picked and assigned to the same shipping ID before the orders are processed.

The picking plan does not process PeopleSoft Order Management sales orders that are on hold. Rather, the Picking Plan report prints an error message alerting you that an order matching the selection criteria is on hold. If you place the order on hold after creating its picking plan, and you activated the Check On Hold option on the Fulfillment Setup page, neither the Picking Feedback page nor the electronic data collection Inventory Picking process (INXPICK) confirms picking. If you have not activated Check On Hold, the Picking Confirmation process confirms picking but you cannot ship the stock.

If you cancel a demand line on the Stock Request Cancel/Hold page after running the Picking Confirmation process, PeopleSoft Inventory automatically does one of two things, depending upon your selection on the Fulfillment Setup page: if you selected Stage for Putaway, the system restages the line in the Putaway staging tables (STAGED_ITEM_INV and STAGED_COST_INV); if you selected Putaway at Save, the system puts the stock away into the storage location from which it was picked.

CREATING PICKING PLANS

To produce a picking plan, you need to establish parameters for the business unit and for each individual picking plan.

To create a picking plan:

1. Establish default picking options for the business unit.
Define default picking rules and selection criteria on the Fulfillment Setup and Pick Plan Options pages. These options govern basic picking operations for the entire business unit. (You can override certain options on the Fulfillment Item Setup, Picking Plan, and Additional Options pages.)

2. Define any criteria particular to a specific item in the business unit.

To set up different picking options for a specific item, override the business unit defaults on the Fulfillment Item Setup page.

3. Establish parameters for an individual picking plan.

Using the Picking Plan and Additional Options pages, define run control parameters for printing the Picking Plan report. Along with the criteria specified on the Pick Plan Options page, these parameters determine which orders appear on the report, how orders are sorted, and whether the Picking Plan process generates a full picking plan or just a location summary. To pick a subset of the eligible orders, select individual orders on the Order Release Selection page.

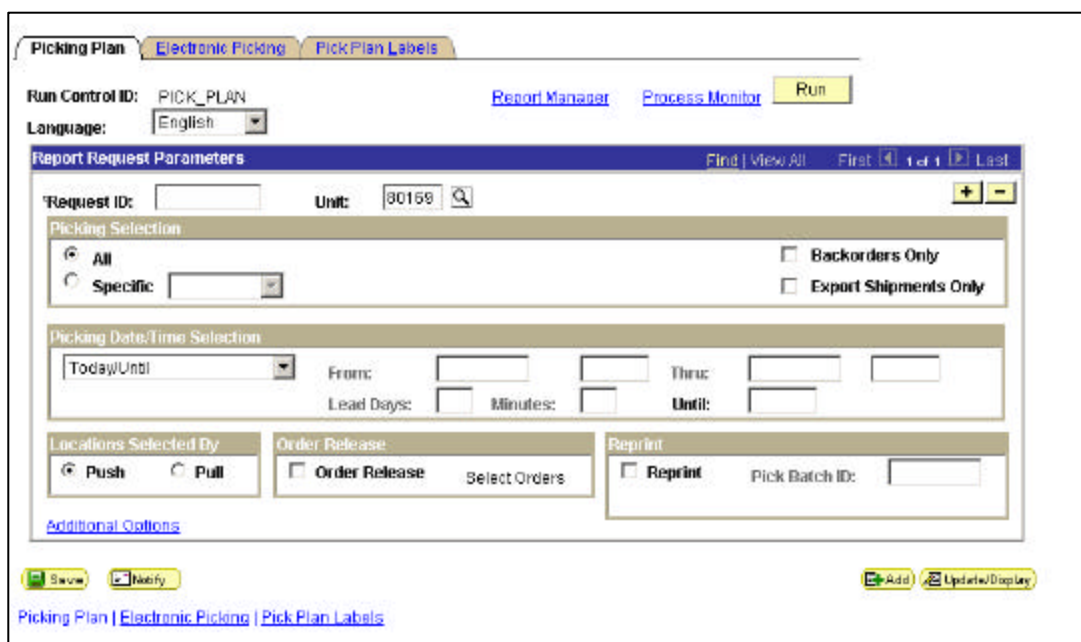
PAGES USED TO CREATE PICKING PLANS

Page Name	Navigation	Usage
Pick Plan Options	Inventory, Fulfill Stock Orders, Fulfillment Rules, Setup Fulfillment, Pick Plan Options	Define default picking options.
Picking Plan	Inventory, Fulfill Stock Orders, Picking, Picking Plan Report, Picking Plan	Create picking plan instructions for the stockroom workers who physically pick the demand quantities for shipment.
Order Release Selection	Click the Select Orders link on the Picking Plan page.	Release a subset of the orders meeting your selection criteria.
Order Release Detail	Click a linked order number on the Order Release Selection page.	View order line information for the orders displayed on the Order Release Selection page.
Additional	Click the Additional Options link on	Select additional options for sorting and

Page Name	Navigation	Usage
Options	the Picking Plan page.	printing the picking plan and the picking plan's location summary.

CREATING PICKING PLAN INSTRUCTIONS

Navigation: *Inventory, Fulfill Stock Orders, Picking, Picking Plan Report, Picking Plan*



Picking Selection: *All* is default. Select *Specific* where needed.

Push: Select.

Push: With a *Push* plan, PeopleSoft Inventory determines storage locations from which to pick each item and creates an allocation for the items in that storage location.

Pull: With a *Pull* plan, the pick list suggests storage locations from which to pull each item. The picker enters the actual storage location information in the Material Picking Feedback page. Allocations are not assigned to storage locations when using the Pull picking method.

Once setup is complete, click .

NOTE: If you work with an electronic data collection application that transfers material from a storage location to a shipping area before sending the shipping transaction, use a pull picking plan. When picking serialized items using an electronic data collection system, a push picking plan directs the picker to a specific set of allocated serial numbers. This may present a problem if the specified items are not easily



retrieved, as serial number substitution can result in a transaction error if the alternate serial number has been allocated for another plan. For this reason, you may also want to use a pull plan for serialized items.

ADDITIONAL OPTIONS

Order Release – Select to limit picking to a subset of the orders meeting your selection criteria.

NOTE: If you activate Order Release but don't select any orders to release, an error message appears when you save the page.

Reprint – If you are reprinting a picking plan that you have already created, select this option and enter a **Pick Batch ID**.

NOTE: If you elected on the Electronic Fulfillment Option page to create an extract file when you reprint a pick batch ID, the system sets the original or reprint flag on the extract file. This enables your data collection system to identify the new file as a replacement for the original version.

Regenerate Order Transactions – Select to reprint and regenerate the order transactions from a warehouse management system (WMS) application. This option is available only if the Use External Warehouse Control option is active for the business unit.

NOTE: If the business unit requires closure-calendar validation and processing for shipping activities, as defined on the Closure Calendar page, and if the picking lead days include exception dates, the system adds one day to the number of picking lead days for every closed day and compares the result against the scheduled ship date. Times are not included in these calculations. Therefore, the lead days include only open business days.

SPECIFYING ADDITIONAL PICKING PLAN OPTIONS

Access the Additional Options page.

Additional Options

Picking Plan Order Line Sort			
Sort Order	Ascending	Descending	Break
Item ID	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Order No	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Location Summary Option				
	Sort Order	Ascending	Descending	Break
<input checked="" type="radio"/> Picking Plan Only		<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Location Summary Only		<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/> Picking Plan and Loc Summary		<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Additional	
<input type="checkbox"/> Print Substitutes	
Max Pull/Substitute Locations:	6
*Commit Batch:	1000

OK Cancel

Picking Plan Order Line Sort – The default values come from the Pick Plan Options page.

NOTE: If the Use External Warehouse Control option is active for the business unit, these sort options do not affect the sort and breakout of the keys used to send records to the WMS application.

Picking Plan Only, Location Summary Only, and Picking Plan and Loc Summary (picking plan and location summary) – Indicate which version of the picking plan you're printing. Location summary options are only available for push picking plans.

Sort Order – Select up to three sorting levels for the location summary. For each level, indicate whether the sort is in **Ascending** or **Descending** order and whether a page **Break** should occur after the first level.

Options for the highest level are:

ASRS ID (automated storage and retrieval system ID): The State of North Dakota is not using this feature. Sorts storage locations numerically by the ASRS ID defined on the Material Storage Locations page.

Zone/ASRS: The State of North Dakota is not using this feature. Sorts storage locations by picking zone and then sorts each picking zone by ASRS ID.

At the second and third levels, you can sort each order line by *Carrier ID, Load ID, Location, Order No, Priority, Route Stop, Route, Ship To, or Ship Via*.



Print Substitutes– Select to have the picking plan list alternate items that can be used to fulfill the order. For order lines that allow substitutions and have insufficient quantity available to fulfill the order, any substitute items that can fulfill the order line are listed on the picking plan under the requested item in order of priority. Selecting this option also includes substitute items on bar-coded picking plans and picking extract files.

Max Pull/Substitute Locations– Indicate the maximum number of storage locations to include on pull picking plans or the maximum number of substitute item storage locations to print on the picking plan. The default value is 6.

Commit Batch – Enter the number of demand lines in the pick batch that can be processed by the picking plan before the processing changes are committed to the database by a SQL commit statement. For example, with a commit batch of 100 (the delivered default), the Picking Plan process commits processed demand lines in groups of 100 and issues a final commit statement at the end of the pick batch. If the pick batch ID includes 1050 demand lines, the Picking Plan process issues 11 commit statements, committing 10 groups of 100 demand lines and 1 group of 50 demand lines at the end of the pick batch.

A single commit strategy — that is, one SQL commit statement per pick batch ID—offers the best processing performance; however, this may lead to table contention issues in environments that print a large volume of demand lines in a single pick batch ID. To arrive at the optimal commit strategy, balance table contention against performance. If table contention is not a problem in your environment, set the Commit Batch to 999999 to simulate a single commit strategy.

NOTE: If a fatal SQL or some type of database error aborts a picking plan process run, you must determine which lines of the pick batch ID were committed and reprocess any uncommitted demand lines. See the Picking Plan process troubleshooting documentation on the PeopleSoft Customer Connection website.

ENTERING PICKING FEEDBACK

As stockroom workers perform the actual picking process, they update the Picking Plan report for later system entry, enter the data directly into the system, or record the changes using an electronic data collection system. Whichever update method is used, you keep your system quantities accurate by recording the actual picking results (for a pull picking plan) or any exceptions (for a push picking plan).

If you are auto-picking, you may not need to enter picking feedback on the Picking Feedback page. Depending upon which combination of auto-pick and auto-ship features you use, you may be able to record information on the Shipping/Issues — Picking Feedback page or even bypass this step entirely.

This section discusses how to:

1. Enter or modify picked quantities.
2. Select demand lines for picking feedback.
3. Select multiple pick line numbers for feedback.
4. Navigate directly to a specific demand line.
5. Select substitute items.
6. View demand details.
7. Select alternate serial IDs.
8. Modify load assignments.

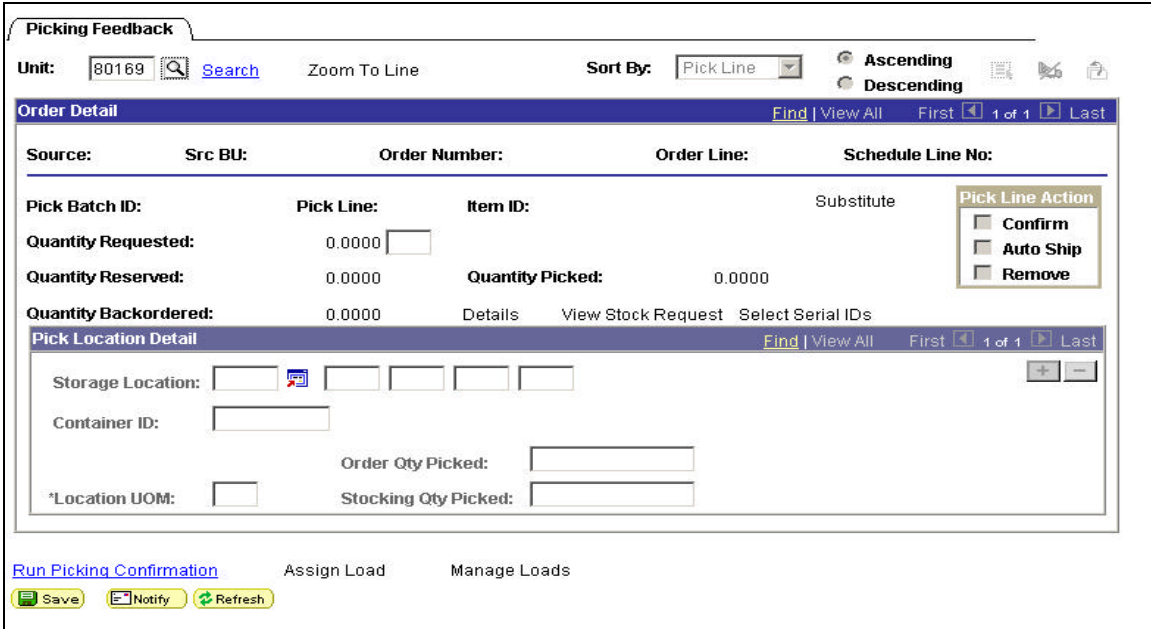
PAGES USED TO ENTER PICKING FEEDBACK

Page Name	Navigation	Usage
Picking Feedback	Inventory, Fulfill Stock Orders, Picking, Material Picking Feedback, Picking Feedback	Modify the quantities specified by a push picking plan or enter the actual quantities and picking storage locations for a pull picking plan. If the Use External Warehouse Control option is active for the business unit, use this page to delete order lines from a picking plan.
Picking Feedback Selection	Click the Search link on the Picking Feedback page.	Enter parameters for the picking plan lists you want to update on the Picking Feedback page.
Multiple Line Number Entry	Click the Multiple Line Number Entry link on the Picking Feedback Selection page.	Select multiple lines from a single pick batch ID for display on the Picking Feedback page.
Zoom to Line	Click the Zoom to Line	Navigate directly to a specific demand line on the

Page Name	Navigation	Usage
	link on the Picking Feedback page.	Picking Feedback page.
Select Substitute Item	Click the Substitute link on the Picking Feedback page. This link is available only if the order line allows substitutions.	Select a substitute item for an order line on a picking plan.
Picking Feedback - Demand Detail	Click the Details link on the Picking Feedback page.	View demand information for a specific demand line. You can also modify some of the shipment information for the line on this page.
Serial ID Selection	Click the Select Serial IDs link on the Picking Feedback page.	Replace the serial IDs allocated to the order with other eligible serial IDs.
Additional Information	Click the Configuration Code link on the Picking Feedback page.	View the configuration code for an item for which you are providing picking feedback.
Load Assignment Options	Click the Assign Load link on either the Picking Feedback page or the Shipping/Issues — Order Summary page.	Modify load information for a picking plan ID or a shipping ID.
Load Capacity Inquiry	Click the Detail link on the Demand Detail page, the Load Assignment Options page, or the Shipping/Issues — Order Details page.	View load information defined for the ship via and carrier ID associated with the load ID. Prerequisite. Establish ship via codes on the Ship Via Codes page under the Define General Options menu.
Stock Requests	Inventory, Fulfill Stock Orders, Review Fulfillment Information, Stock Requests	View additional stock request information for an order line.
Manage Loads	Inventory, Fulfill Stock Orders, Routes and Loads, Manage Loads	Combine order lines into a load for shipping on a particular carrier.

ENTERING OR MODIFYING PICKED QUANTITIES

Navigation: *Inventory, Fulfill Stock Orders, Picking, Material Picking Feedback, Picking Feedback*



The screenshot shows the 'Picking Feedback' window. At the top, there's a 'Unit' field with '80169' and a 'Search' button. Below this is the 'Order Detail' section with a table showing 'Source', 'Src BU', 'Order Number', 'Order Line', and 'Schedule Line No.'. The table has columns for 'Pick Batch ID', 'Pick Line', 'Item ID', and 'Substitute'. The 'Quantity Requested' is 0.0000, 'Quantity Reserved' is 0.0000, and 'Quantity Picked' is 0.0000. There are buttons for 'Confirm', 'Auto Ship', and 'Remove'. Below the table is the 'Pick Location Detail' section with fields for 'Storage Location', 'Container ID', 'Order Qty Picked', and 'Stocking Qty Picked'. At the bottom, there are buttons for 'Run Picking Confirmation', 'Assign Load', 'Manage Loads', 'Save', 'Notify', and 'Refresh'.

Use the outer scroll bar to scroll through multiple demand lines; use the inner scroll bar to scroll through the picking lines that make up each demand line.

Sort By – Indicate how the displayed demand lines should be sorted and whether the sort is in **Ascending** or **Descending** order.

NOTE: Because natural database order differs from platform to platform, PeopleSoft Inventory performs a secondary sort rather than defaulting to natural database order. Except for item ID sorts, the full demand key (demand source, source business unit, order number, order line, schedule line, item ID, and demand line) constitutes the secondary sort.

Confirm All – Click to confirm all order lines except those for which the **Remove** check box is selected.

Mark All Lines for Auto-Ship – Click to select all order lines for auto-ship processing.

Remove All From Pick Batch – Click to unpick all order lines except those for which the **Confirm** check box is selected. This action removes the order lines from the pick batch, making them available to appear on another picking plan.

Quantity Picked, Quantity Reserved – For items allocated using a push picking plan or through online lot allocations, the quantity picked must be less than or equal to the quantity reserved. For non-soft-

reserved items, the quantity reserved is 0; unless overpicking is allowed, the quantity picked for these items must be less than or equal to the quantity requested minus any **Quantity Backordered**.

Quantity Backordered – The amount of the original order that was placed on backorder by the Material Reservations process, in the Material Stock Reservations component, or through online lot allocation. When soft reservations processing is in effect, the quantity reserved should equal the quantity requested minus any backorder quantity. If soft reservations is disabled for the item, a backorder quantity only appears for partially lot-allocated order lines.

Confirm – Select to indicate that the specified quantity has been picked from the appropriate storage location in the **Pick Location Detail** group box. Picked lines must be confirmed before they are eligible for the Picking Confirmation process.

Auto Ship – Select to use auto-ship processing for a demand line.

Remove – Select to unpick a demand line. This action removes the line from the pick batch, making it available to print on another picking plan.

Storage Location and **Location UOM** (location unit of measure) – If you are using a pull picking plan, enter the storage location from which you picked the material. (If you are modifying feedback created by a push picking plan, or if you are modifying previously saved feedback, you cannot update picking storage locations here; you can change only the quantities. To change storage location information, delete the row or set the quantity to 0 for the existing location, then insert a new row.)

NOTE: The business unit's default display options determine how many storage levels appear upon entry to this page. If, however, the material was actually picked from a storage location with additional levels, this information overrides the defaults and all appropriate levels appear. If you are entering a storage location that requires additional levels, enter the storage area, and then refresh the page to display the remaining levels.

If you attempt to pick from a WIP location or a suspended location, the system displays an error message and prevents you from saving your feedback. You also cannot save picking feedback if the location is undergoing a cycle count and you have elected to close storage locations during cycle counts.

Order Qty Picked (quantity picked in the ordering UOM) and **Stocking Qty Picked** (quantity picked in the stocking UOM) – Enter the quantity picked from this location. You can enter the quantity in either the ordering or the stocking UOM and the system automatically calculates the other quantity. If you are providing feedback for items that were picked in response to a lot allocation, you can change only the storage location and quantity, and the storage location must be valid for the lots allocated to the demand line.

For lot-controlled, serial-controlled, and staged date-controlled items, the picked quantity appears in the middle section of the page and the lower section is unavailable for entry.



NOTE: If you are picking lot-controlled items, a warning message appears if the scheduled ship date is before the availability date or after the expiration date. For pull picking plans, the message appears when you enter the lot ID; for push picking plans, it appears when you save the page.

[Run Picking Confirmation](#) link – Click to execute the Picking Confirmation process from this page. You must assign a run control ID to identify this process.


NOTE: If you selected the Auto Confirm option on the Fulfillment Setup page, PeopleSoft Inventory launches the Picking Confirmation process automatically when you save the Picking Feedback page.


SELECTING DEMAND LINES FOR PICKING FEEDBACK


Access the Picking Feedback Selection page by clicking on the [Search](#) link on the Picking Feedback page.





Picking Feedback Selection



Pick Batch Selection



Pick Batch ID: 
Pick Line Number: [Multiple Line Number Entry](#)



From Pick Batch ID: 

To Pick Batch ID: 

Source: 
Src BU: 
Order No: 
Line: 

Ship To: 
Location: 

Load ID: 
Carrier ID: 

Route: 
Route Group: 

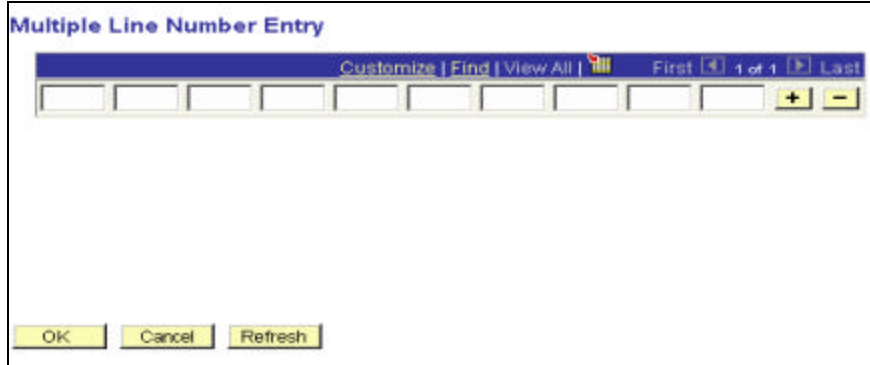
☐ Return Non-Picked Demand Lines

Return Non-Picked Demand Lines – Select to display demand lines that have not been included on a picking plan, either because the Picking Plan process hasn't run or because the demand lines were not eligible for inclusion on the picking plan. For example, locations with zero- or negative-quantity balances are not included on picking plans. However, if you know that these locations have sufficient quantity and negative balances are permitted, you can pick from these locations and use Return Non-Picked Demand Lines to enter the necessary feedback about the pick.

NOTE: If you change the pick batch ID or enter a value in the **Pick Line Number** field after selecting multiple line numbers, the system cancels the multiple line number selection. Similarly, clicking OK on the Multiple Line Number Entry page erases any single line number entered on this page.

SELECTING MULTIPLE PICK LINE NUMBERS FOR FEEDBACK

Click the [Multiple Line Number Entry](#) link on the Picking Feedback Selection page.



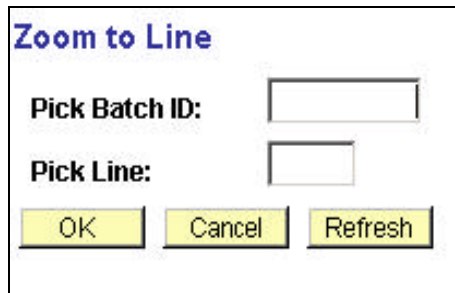
The dialog box titled "Multiple Line Number Entry" features a header bar with the text "Customize | Find | View All |" and a status bar showing "First 1 of 1 Last". Below the header is a row of ten input fields, each followed by a "+" or "-" button. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Refresh".

Enter the line pick line numbers with which you want to work.

NOTE: The system does not validate your entries on this page. If you enter a line number that does not exist for the selected pick batch ID, the system simply ignores the invalid line.

NAVIGATING DIRECTLY TO A SPECIFIC DEMAND LINE

Click the [Zoom to Line](#) link on the Picking Feedback page.



The dialog box titled "Zoom to Line" contains two input fields: "Pick Batch ID:" and "Pick Line:". Below these fields are three buttons: "OK", "Cancel", and "Refresh".

Viewing Demand Details

Click the [Details](#) link on the Picking Feedback page.

Demand Detail			
Unit:	80169	Source:	IN
Src BU:	80169	Order No:	MSR0000001
Line:	1	Sch Line:	1.00
Line No:	1		
Pick Batch ID:		Pick Line:	
Item ID:	06054-435471		
	GASKET KIT,OIL PUMP	Qty Requested:	1.0000 EA
Location:	C50	SHIP TO:/BILL TO:FINANCE	Qty Reserved:
			EA
Customer:		Qty Picked:	0.0000 EA
Schedule Date:	05/25/2004	7:13PM	
Sched Arrv:	05/25/2004	7:13PM	
Carrier ID:		Ship Via:	
			<input type="checkbox"/> Export
Load ID:		Detail	
Route:		Route Stop Number:	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Refresh"/>	

NOTE: If the business unit requires closure calendar validation and processing for receiving activities, as defined on the Closure Calendar page, and you enter a **Sched Arrv** (scheduled arrival) date or time that is a defined closure date, the system issues an error message. You can either accept the exception by clicking No, or reschedule by clicking Yes. If you click Yes, the system returns the first valid future date and time.

Export – Identifies whether the shipment is an intercompany transfer or sales order requiring export shipping documentation.

Route, Route Stop Number – To change a demand line's route assignment, select a new route and stop.

NOTE: When you change a route assignment on this page, PeopleSoft Inventory does not validate the new route. In addition, if you modify either the carrier or the ship via, the system cancels any existing route assignment.

CONFIRMING PICKED INVENTORY

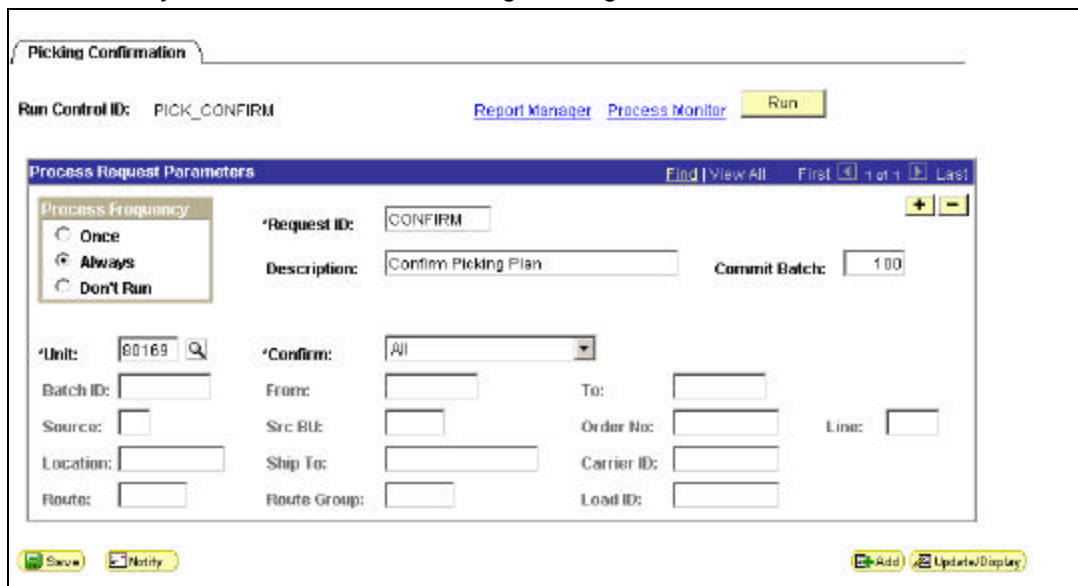
Once you have recorded picking results, run the Picking Confirmation process to adjust storage location quantities and prepare the picked demand lines for shipping.

PAGE USED TO CONFIRM PICKED INVENTORY

Page Name	Object Name	Navigation	Usage
Picking Confirmation	CONF_REQ_I NV	Inventory, Fulfill Stock Orders, Picking, Picking Confirmation	Define parameters for the Picking Confirmation process.

RUNNING THE PICKING CONFIRMATION PROCESS

Navigation: *Inventory, Fulfill Stock Orders, Picking, Picking Confirmation*



Process Frequency: Always

Request ID: Enter a Request ID

Description: Enter a Description for this process


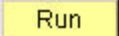
Commit Batch – 100 (default) Controls database commit level processing. The standard default for PeopleSoft Inventory processes is 100 rows per SQL commit command.

Confirm – Select a confirmation option:

All: Confirm all demand lines in the business unit that have been picked and marked for confirmation. If you select this option, all other fields are unavailable for entry.

Build Selection: Confirm demand lines meeting the criteria you specify in the subsequent fields.

Range of Pick Batches: Confirm demand lines contained within the specified range of pick batches. Select a **From** pick batch ID and a **To** pick batch ID.

Click on . Now click on  to start the process. This brings you to the **Process Scheduler** page.

Process Scheduler Request

User ID: kwebb
Run Control ID: PICK_CONFIRM

Server Name: PSNT
Run Date: 07/28/2004

Recurrence:
Run Time: 4:08:40PM
Reset to Current Date/Time

Time Zone:

Process List


Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	IN Picking Confirmation	INPBCONF	COBOL SQL	(None)	(None)

OK
Cancel

Server Name: PSNT

IN Picking Confirmation: Make sure that this is selected.

Click . This brings you back to the **Picking Confirmation** page.

[Report Manager](#)
[Process Monitor](#)


Process Instance: 80335

Notice the **Process Instance** number has appeared in the upper right corner of the page. This ensures that the process has been kicked off and is in line for processing.

SHIPPING INVENTORY

This section provides an overview of the shipping business process and discusses how to:

- Enter shipment data.
- Ship and invoice orders automatically.
- Deplete inventory balances.
- View shipment backlogs.

ENTERING SHIPMENT DATA

A unique shipping ID identifies each shipment you confirm in the Shipping/Issues component. When you add a new shipment, you can either enter a shipping ID or accept the default assignment of *NEXT*. If you accept *NEXT*, PeopleSoft Inventory automatically generates a new shipping ID.

This section discusses how to:

- Confirm orders for shipment.
- Select orders to ship.
- (Optional) Override order shipment defaults.
- (Optional) Mark demand lines for shipment.

Other pages not discussed in this manual are as follows:

- (Optional) Add shipping containers.
- (Optional) Define default pro numbers and shipping dates.
- (Optional) Enter shipping comments.
- (Optional) Enter miscellaneous charges.
- (Optional) Modify line-level quantity and transportation information.
- Enter picking information.
- (Optional) Enter Export Proforma comments.
- (Optional) View and enter product kit information.
- (Optional) Generate shipping serial IDs manually.
- (Optional) Generate shipping serial IDs automatically.
- (Optional) View configuration information.

COMMON ELEMENTS USED IN THIS SECTION

Ship Action – The shipping action applies to different levels within an order, depending upon which page you're using.

- Selections on the Shipping/Issues - Order Summary page apply to an entire order.
- Selections on the Shipping/Issues - Ship Details Summary page apply to demand lines of a particular order.
- Selections on the Shipping/Issues - Ship Containers page apply to a shipping container.

Identify where the action is to be applied (order, demand line, or shipping container), using the Select check box or Select All button, then select one of the following actions:

- 1. Ship/Include:** Ship an order, demand line, or shipping container and include it in the shipping ID. The system automatically selects the Shipped and Include in Ship ID options.
- 2. Do not ship/Include:** Include an order, demand line, or shipping container in the shipping ID without physically shipping it. (Also use this option to unship an order, line, or container but leave it in the shipping ID.) The system automatically selects the Include in Ship ID option and clears the Shipped option.

NOTE: The Depletion process ignores orders that are included in the shipping ID but not marked as shipped.

- 3. Do not ship/Do not include:** Unship an order or exclude a demand line or container from the shipment. The system automatically clears both the Shipped and Include in Ship ID options.

NOTE: You can only unship orders, demand lines, and containers that have not yet been depleted or selected for Intrastat processing.

Select or Selected – Selects individual orders, demand lines, or shipping containers for shipping actions.

Shipped or Ship Items – Indicates that an order, demand line, or shipping container should be physically shipped and included in the current shipping ID. This field is for display only.

Include in Ship ID – Indicates that an order, demand line, or shipping container should be included in the current shipping ID. This field is for display only.

PAGES USED TO ENTER SHIPMENT DATA

Page Name	Navigation	Usage
Shipping/Issues - Order Summary	Inventory, Fulfill Stock Orders, Shipping, Shipping/Issues, Order Summary	Confirm that orders are ready for shipment.
Shipping/Issues - Shipping Order Selection	Click the Search link on the Shipping/Issues - Order Summary page.	Select orders to ship.
Shipping/Issues - Order Defaults	Click the Order Defaults button on the Shipping/Issues - Order Summary page.	Override shipment field values for the demand lines included in an order. This page provides an efficient method of changing information for multiple demand lines at once. Note. For single-shipment restricted orders, this page is the only place in which you can modify the shipment fields.
Shipping/Issues - Ship Details Summary	Click the Ship Detail Summary button on the Shipping/Issues - Order Summary page.	Mark individual demand lines for shipment. For orders containing many demand lines, use this page to gain rapid access to order details for a specific demand line.


CONFIRMING ORDERS FOR SHIPMENT

Navigation: *Inventory, Fulfill Stock Orders, Shipping, Shipping/Issues*


Shipping/Issues

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Business Unit: = 

Shipping ID:

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All First Last



Business Unit	Shipping ID
80169	0000000001
80169	0000000002
80169	0000000003
80169	0000000004
80169	0000000005
80169	0000000006
80169	0000000007

Business Unit: Enter your business unit.


Shipping ID: Either key in your 10 digit shipping ID, or click on to select the Shipping ID from the lookup.

This brings you to the **Order Summary** page.

Order Summary

Unit: 80169 **Shipping ID:** 0000000001 [Search](#)   [Report List](#)

Ship Action:

Orders [Customize](#) | [Find](#) | [View All](#) |  First Last

Select	Shipped	Include in Ship ID	Demand Source	Source Bus Unit	Order No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IN	80169	MSR0000002

[Choose Container](#)
[Default Shipment Fields](#)
[Run Process](#)
[Assign Load](#)
[Manage Loads](#)
[Build Bill of Lading](#)
[Notes](#)

Print button – Click to print the Shipping Document report for the shipment.

Calculate Freight button – Click to calculate freight charges for the orders in the shipment.



Run Process link – Click to execute the Depletion process. If the shipment contains sales orders or interunit transfers requiring intercompany processing, this link enables you to run the necessary direct invoicing processes.

NOTE: If you selected the Auto Deplete option on the Fulfillment Setup page, saving the Shipping/Issues component automatically schedules the Depletion process. Any subsequent processes, such as direct invoicing, must be run manually.

SELECTING ORDERS TO SHIP

Click the [Search](#) link on the Shipping/Issues - Order Summary page.

Shipping Order Selection

Ship To:	<input type="text"/>	Location:	<input type="text"/>
Demand Source:	<input type="text"/>	Source Bus Unit:	<input type="text"/>
Order No:	<input type="text"/>	Order Line:	<input type="text"/>
Pick Batch ID:	<input type="text"/>	Load ID:	<input type="text"/>
Carrier ID:	<input type="text"/>	Bill of Lading:	<input type="text"/>
Route Group:	<input type="text"/>	Route Code:	<input type="text"/>

[Choose Container](#)

NOTE: This page uses a special processing mechanism called *smart prompting*. When you click the prompt button next to a field, the system transfers you to a smart prompting page. Unlike most PeopleSoft search pages, this prompting page takes into account any other search fields that you've already entered on the Shipping/Issues - Shipping Order Selection page and only displays orders consistent with the entered values. For example, if you've specified a particular load ID and you're now searching for a valid order number, the prompting page displays only the orders assigned to that load ID. Using the prompt button for all fields ensures that you do not enter conflicting search criteria.

Unpacked Orders and Shipping Containers group boxes – When you click **Search**, the system retrieves any unpacked orders and shipping containers matching your selection criteria. If you leave all the selection criteria blank, the system retrieves all orders and shipping containers in the business unit that are not already assigned to a shipping ID and are eligible for shipment.

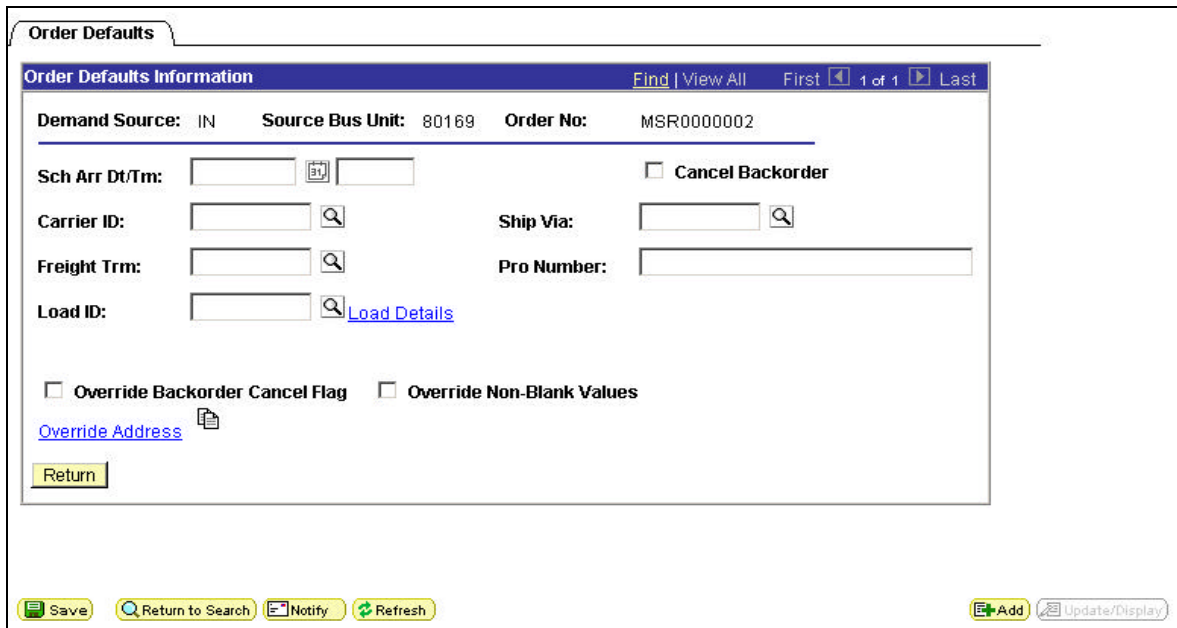
Select the check box next to each order or shipping container that you want to add to the shipping ID on the Shipping/Issues - Order Summary page.

Use AE Shipping Helper – If you entered the Shipping/Issues component in Add mode, select to return all matching demand lines and shipping containers directly to the Order Summary page. The system bypasses row selection on this page and automatically selects all returned rows on the Order Summary page. Clear any rows that are not part of this shipment and save the Order Summary page to create your shipping ID. This option is available only if you activated it in the Fulfillment Setup component.

NOTE: The AE Shipping Helper is designed for selecting all demand lines and shipping containers in one search; performing a second search overrides the results of the first search. PeopleSoft recommends that you use this feature only in add mode.

OVERRIDING ORDER SHIPMENT DEFAULTS

Click the Order Defaults button on the Shipping/Issues - Order Summary page.



Order Defaults

Order Defaults Information Find | View All First 1 of 1 Last

Demand Source: IN Source Bus Unit: 80169 Order No: MSR0000002

Sch Arr Dt/Tm: [] [BT] [] ☐ Cancel Backorder

Carrier ID: [] [] Ship Via: [] []

Freight Trm: [] [] Pro Number: []

Load ID: [] [] [Load Details](#)

☐ Override Backorder Cancel Flag ☐ Override Non-Blank Values

[Override Address](#) []

[Return](#)

[Save] [Return to Search] [Notify] [Refresh] [Add] [Update/Display]

Override Backorder Cancel Flag – Select to apply the **Cancel Backorder** setting on this page to all order lines.

Override Non-Blank Values – Select to override existing field values when copying the attributes that you modify here. This option does not appear for single-shipment restricted orders; it is assumed to be in effect for these orders.

Copy Values to Order Lines button – Click to apply the values entered on this page to all lines for the order. Unless you've elected to override nonblank values, PeopleSoft Inventory verifies that each field is blank before permitting the copy. You cannot copy values for order lines that have already been depleted or selected for Intrastat processing.

NOTE: If you do not override non-blank values, the system applies the copy to a demand line only if: (1) the field to be copied is blank on the demand line, or (2) the field value on the demand line matches the original value of a field that you just changed here.

If the order is designated as a single-shipment restricted order, the system automatically populates all fields on this page with the appropriate values.

MARKING DEMAND LINES FOR SHIPMENT

Access the Shipping/Issues - Ship Details Summary page.

Ship Details Summary

Demand Source: IN Source Bus Unit: 80169 Order No: MSR0000002
Ship Action:

Order Line Information

Customize | Find | View All | First 1 of 1 Last

Selected	Ship Items	Include in Ship ID	Order Line	Sch Line	Demand Line No	Item ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	1.00	1	03528-212651

[Order Summary](#)

DEPLETING INVENTORY BALANCES

The Depletion process reviews all demand lines that have been shipped and adjusts on-hand inventory quantity balances to reflect the demand fulfillment. In addition, this process performs the following functions to prepare shipped orders for further processing:

1. Informs you if any short shipment quantities need to be put away.
2. Calculates the transfer price in the destination business unit's currency (for interunit transfers).
3. Stages interunit transfers in the destination business unit (if auto-Putaway processing is active).
4. Marks rows as available for processing in PeopleSoft Billing.
5. Creates transactions in the Transaction History record (TRANSACTION_INV) to prepare demand lines for costing and accounting line creation.
6. Creates run control records for downstream processes (when run as part of the Direct Invoicing with Auto-Ship multiprocess job, and for intercompany transfers using direct invoicing).
7. Inserts a cost row for any freight and miscellaneous charges associated with the order being depleted.
8. Tracks shipping serial IDs (for shipping serial-controlled items).

You can launch the Depletion process online (using the Depletion page, the Shipping/Issues component, or the Express Issue component) or through auto-ship processing.

PAGE USED TO DEplete INVENTORY BALANCES

Page Name	Navigation	Usage
Depletion	Inventory, Fulfill Stock Orders, Shipping, Deplete Onhand Quantity, Depletion	Establish parameters for a stock depletion request.

RUNNING THE DEPLETION PROCESS

Navigation: *Inventory, Fulfill Stock Orders, Shipping, Deplete Onhand Quantity, Depletion*

Depletion

Run Control ID: DEplete
[Report Manager](#)
[Process Monitor](#)

Run

Process Request Parameters

Find | View All First 1 of 1 Last

Process Frequency

☐ Once
☒ Always
☐ Don't Run

*Request ID:

DEplete

Description:

Deplete Stock

*Unit:

80169

*Deplete:

All

+

-

Save

Notify

Add

Update/Display

Run Control ID: DEplete

Process Frequency: Always

Request ID: Enter a Request ID for this process.

Description: Enter a Description for this process.

Click

Save

. Click

Run

. This brings you to the **Process Scheduler Request** page.

Process Scheduler Request

User ID: kwebb Run Control ID: DEplete

Server Name: PSNT Run Date: 07/28/2004
 Recurrence: Run Time: 4:51:55PM
 Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	IN Depletion	INPDDEPL	COBOL SQL	(None)	(None)

OK Cancel

Server Name: PSNT

IN Depletion: Select

Click **OK**. This brings you back to the **Depletion** page.

[Report Manager](#) [Process Monitor](#) **Run**

Process Instance: 80335

Notice the **Process Instance** number has appeared in the upper right corner of the page. This ensures that the process has been kicked off and is in line for processing.

REPLENISH STOCK

SETUP BUSINESS UNIT REPLENISHMENT

Navigation: *Inventory > Replenish Inventory > Setup Replenishment*

Replenishment Setup Page

Replenishment Setup
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Business Unit: = 80169

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Business Unit: Enter your Business Unit.

Click on **Search**.

This brings you to the **Business Unit Setup Replenishment** page.

Setup Replenishment

Unit: 80169

Replenishment Options
☒ Reorder Point Replenishment ☐ Fixed Bin Replenishment

Reorder Point Order Quantities
☐ EOQ ☐ Min/Max ☒ Static Reorder Qty
☒ Include Requisition Quantities ☐ Include WMP Quantity

Reorder Point Range Checking
☐ Reorder Point Range Checking Range Checking Percentage: %

EOQ Parameters
Avg Order Prep Cost (Base Cur): Carry Rate: %

General Parameters
Desired Stock-In Probability: 95.0 % Replenish Calc Period (Days): 365

Replenishment Request Cancel Method
☒ Delete ☐ Cancel

Save Return to Search Notify Add Update/Display

Reorder Point Replenishment: Select

Static Reorder Qty: Select

Include Requisition Quantities: Default Value. Do not change.

Desired Stock-In Probability: Default value is 95%. Do not change.

Replenish Calc Period Days: Default value is 365. Do not change.

Replenishment Request Cancel Method: Default value = Delete. Do not change.

Save your work.

SETUP ITEM REPLENISHMENT

Navigation: Inventory > Replenish Inventory > Setup Item Replenishment

This brings you to the **Item Replenishment Attributes** page.

Item Replenish Attributes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 80169

Item ID: begins with 45006-100700

Description: begins with

Item Group: begins with

Family: begins with

☐ Case Sensitive

[Basic Search](#)

Enter you **Business Unit** and the **Item ID** you wish to setup.

Click .

This brings you to the **Setup Item Replenishment** page.

Setup Item Replenishment

Unit: 80169 **Item ID:** 45006-100700 **Standard Unit of Measure:** CS

BATTERY,RECHARGEABLE,AA

Replenishment Options

☐ Not Included in Replenishment

☐ Include WIP Quantity

Replenish Class: STD Standard Replenishment

Replenish Calc Period (Days): 365

Reorder Point: 20.0000

Maximum Quantity:

Last Annual Demand:

Desired Stock-In Probability: 95.0 %

Replenish Lead (Days):

Reorder Quantity: 30.0000

Safety Stock:

Economic Order Quantity:

Enter Item Replenishment Options:

Not Included in Replenishment: Uncheck if it is checked.


Replenishment Class: STD

Replenish Calc Period: Days. Do not change the default value of 365.

Reorder Point: Enter quantity at which reorder will take place

Reorder Quantity: Enter quantity to reorder at the Reorder Point.

Desired Stock-In Probability: Do not change the default value of 95%.

Once all of the setup is complete, click  .

RUN THE REPLENISHMENT PROCESS

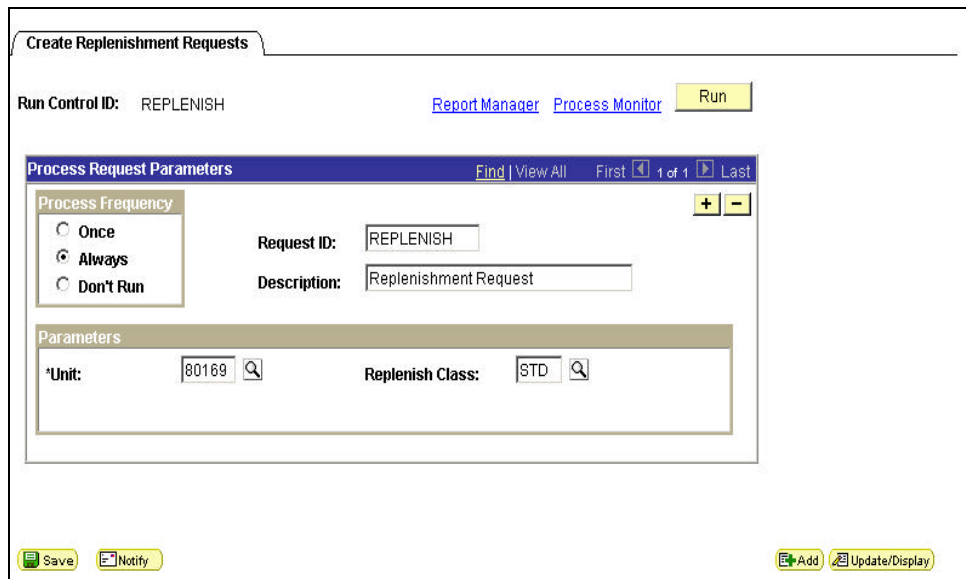
After Replenishment setup is complete, you must run the Replenishment process in order to actually replenish stock.

Replenishment can be done cyclically or as needed, according to your business process.

There are two main steps involved in running the Replenishment Process:

- **Create Replenishment Requests**
-

Navigation: *Inventory, Replenish Inventory, Create Replenishment Requests*



Run Control ID: REPLENISH



Process Frequency: Always

Request ID: REPLENISH

Description: Replenishment Request


Unit: 80169

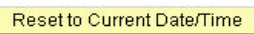
Replenish Class: STD


Click . Click . This brings you to the **Process Scheduler Request** page.



Process Scheduler Request



User ID: kwebb Run Control ID: REPLENISH

Server Name: PSNT Run Date: 07/28/2004 

Recurrence: Run Time: 5:23:17PM 


Time Zone: 


Select	Description	Process Name	Process Type	*Type	*Format	
<input checked="" type="checkbox"/>	IN Replenishment Options	INPRROPT	COBOL SQL	(None)	(None)	
<input type="checkbox"/>	IN Replenishment	REPLEN	PSJob	(None)	(None)	

Server Name: PSNT

IN Depletion: Select

Click . This brings you back to the **Depletion** page.

[Report Manager](#) [Process Monitor](#) 


Process Instance: 80335



Notice the **Process Instance** number has appeared in the upper right corner of the page. This ensures that the process has been kicked off and is in line for processing.

Navigation: *Inventory, Replenish Inventory, Review Replenishment Requests*


Replenishment Requests Selection


Replenishment Type
☒ All ☐ Ad Hoc ☐ Reorder Pt


Replenish ID: 


Item ID:  


Status:

Requisition
 Requisition ID: 



Order
 Demand Source: 

Source Business Unit: 

Order Number: 

Enter the relevant search criteria. Click . This brings you to the **Review Replenishment Requests** page.

Review Replenishment Requests



Unit:  [Search](#) [Sort](#) [Report Manager](#) 

Replenishment Request Find | View 100 First 1 of 206 Last

Replen ID:	1	Reorder Pt	Process Date:	07/25/2004
Item ID:	05060-251807 FRAME,DOCUMENT,W/1GLASS,8.5X11,BLACK		User ID:	SYSTEM
Location:	C69	Reorder Quantity:	<input type="text" value="10.0000"/>	EA
Source:		*Status:	<input type="text" value="Ready"/>	
Src BU:		Expected By:	07/25/2004	
Order No:		Required By:	<input type="text"/>	

Requisition Detail

Details	PO Unit:	Requisition ID:	Requisition Line Number:
		Requisition Schedule Number:	Requisition Distrib Number:

Notice that more than one record exists. Find | View 100 First 1 of 206 Last Click on the **View All**, or **View 100** link to see the other records.

You can use the **Print** icon to print a hard copy of the Replenishment Requests.

Verify that the information is correct. Create Purchase Orders for the orders you would like to place, based on the information provided on the **Review Replenishment Requests** page.

PERFORMING PHYSICAL ACCOUNTING

This section provides an overview of counting inventory and discusses how to:

- Set up inventory counts.
- Create counting events.
- Collect counting data.
- Enter count data.
- Use manual counting events.
- Create Reconciliation reports.
- Update counting events.
- Update stock quantities.
- Calculate utilization type classifications.

UNDERSTANDING COUNTS

PeopleSoft Inventory counts enable you to:

- Complete system-generated counts or define manual counts.
- Collect count data manually or with third-party electronic data collection devices.
- Close storage locations manually or continue to record transactions during a cycle count.
- Analyze and resolve discrepancies in inventory data using the Reconciliation report.

When you finish collecting and analyzing count data, the system will update count quantities and generate the appropriate accounting transactions to ensure that the inventory is properly reported in the system and properly valued.

With PeopleSoft Inventory, you can also set up cycle counts or physical inventory counts. After determining the type of count to perform, you create a manual count or a system-defined counting event. System-defined counting events can be blind or non-blind. You can further control the counting event by including or excluding zero-quantity items and using the count date and time to ensure that the count is accurate if inventory transactions are allowed during the cycle count process.

COUNT TYPES

With PeopleSoft Inventory, you can perform both cycle and physical inventory counts:

Physical inventory count – A wall-to-wall count of all items in the Inventory business unit. You must prohibit material movement for the business unit before performing this type of count.

Cycle count – A count of a subset of items within a business unit.

You can create the following types of counting events:

System-defined – PeopleSoft Inventory chooses the items to count, based on your criteria, and creates a counting event using one of the following methods:

Blind: The counting event does not include the expected count quantities.

Non-blind: The default system balance is the count quantity field and you only need to override it for discrepancies discovered during the counting process. You can print a counting sheet or download the data to electronic data collection devices to perform the count.

Manual – You indicate that you've completed a count. This is a special type of cycle count in which you enter the count data into an interface table and then the Event Creation process extracts the data from the interface table and creates the counting event.

NOTE: Physical inventory counts are always system-defined counts. Cycle counts can be either system-defined or manual counting events.

COUNT PROCESSES

This section details the steps and status changes for system-defined and manual counts.

BLIND SYSTEM-DEFINED COUNTS

The system balance is not entered in the count quantity field for blind system-defined counts.

To perform a blind system-defined count:

If you elected not to close the storage locations during the cycle count, all inventory transactions that occurred during the cycle count are recorded on the TRANSACTION_INV table. The Reconciliation process uses this table to calculate quantity adjustments. If you determine that a discrepancy on the Reconciliation report is due to a data entry error or a timing issue, correct the error on the Item Counts page. You can also change the item status manually to include it on another Counting Sheet listing or to exclude it from the Stock Quantity Update process.

1. Run the Stock Quantity Update process to update the inventory quantities with the count data.
2. Request a counting event using the Event Creation page.
The Event Creation process (INPCCREA) adds the specified detail lines to the counting event and sets the status of each detail line to New.
3. Use the Counting Sheet page to generate a printed listing or a file to download to electronic data collection devices.
Running the Counting Sheet listing changes the status of the counting event detail lines from New to Counting. For blind counts, the count quantity field of each item record remains blank.

4. Go to the storage locations specified by the Counting Sheet listing or file and count the items.
You must collect count quantity data for every counting event detail line included on the listing or displayed by the electronic data collection device.
5. Enter the collected count quantity data into PeopleSoft Inventory.
If you collected count quantity data manually using the Counting Sheet listing, enter the quantity information using the Item Counts page. If you collected count quantity data with an electronic data collection device, upload the data using the Count Data Load page or the Physical Inventory process. When you enter the count quantity data, either with the Item Counts page or by uploading the electronic data collection device file, the status of the counting event detail line changes from Counting to Ready to Update Stock Quantity.
6. Run the Physical Accounting Reconciliation report to detect any recovery or shrinkage and to determine whether you need to correct any mistakes.
Only counting event detail lines with a status of Ready to Update Stock Quantities and with the Need Reconciliation option turned off are eligible for the Stock Quantity Update process. If no errors are found, the Stock Quantity Update process updates the system tables with the data in the counting event detail lines and changes the status of these detail lines to Stock Quantity Updated.
If an error is found in a detail line, the status of the line remains Ready to Update Stock Quantities and an error message (such as "Container-multiple locations") appears on the Item Counts page.

MANUAL COUNTS

You can use your existing counting procedures with PeopleSoft Inventory.

To perform a manual count:

1. Count the quantity in the inventory storage locations.
2. Collect the data using pen and paper or an electronic data collection device, formatting the data according to PeopleSoft file specifications.
3. Enter the collected count data.
If you collected count data manually, enter the data using the Manual Counting Entry page. If you collected count data with an electronic data collection device, upload the data using the Count Data Load page. PeopleSoft Inventory stores the data in the manual count table (COUNT_INF_INV).
4. Modify the count data as necessary.
Before you create a counting event, you can modify the count data in the manual count table (COUNT_INF_INV) using the Manual Counting page. After you run the Event Creation process, however, you must use the Item Counts page to make adjustments because the Event Creation process creates the counting event and moves the manual count data into the Counting Event table (COUNT_INV).
5. Request a manual counting event using the Event Creation Process page.
The Event Creation process moves the counting event detail lines in the manual count table

(COUNT_INF_INV) to the counting event (COUNT_INV) and sets the status of each detail line to Ready to Update Stock Quantity.

6. Run the Physical Accounting Reconciliation report to detect any recovery or shrinkage and to determine whether you need to correct any mistakes.

If you elected not to close the storage locations during the cycle count, all inventory transactions that occurred during the cycle count are recorded to the TRANSACTION_INV table. The Reconciliation process uses this table to calculate quantity adjustments. If you determine that a discrepancy on the Reconciliation report is due to a data entry error or a timing issue, correct the error on the Item Counts page. You can also change the status manually to include it on another Counting Sheet listing or to exclude it from the Stock Quantity Update process.

7. Run the Stock Quantity Update process to update the inventory quantities with the count data. Only counting event detail lines with a status of Ready to Update Stock Quantities are eligible for the Stock Quantity Update process. If no errors are found, the Stock Quantity Update process updates the system tables with the data in the counting event detail lines and changes the status of these detail lines to Stock Quantity Updated.

If an error is found in a detail line, the status of the line remains Ready to Update Stock Quantities and an error message (such as "Container-multiple locations") appears on the Item Counts page.

COUNT EVENT STATUSES

The status of a counting event is shown on the Counting Event Header page in the Perform Count component. The following statuses are available:

Open – Includes counting event detail lines with any item status: *New, Counting, Ready to Update Stock, Quantity Entered-Hold, or Canceled*.

Canceled – Contains only those counting event detail lines with a status of *Canceled* or *Stock Quantity Updated*. After an event is canceled manually on the Counting Event Header page, the status of all its event detail lines changes to *Canceled*, except for those detail lines with a status of *Stock Quantity Updated*. You cannot change a *Canceled* event.

Finished – Contains only those counting event detail lines with a status of *Canceled* or *Stock Quantity Updated*. After the status is changed to *Finished* by the Stock Quantity Update process on the Counting Event Header page, the status of all event detail lines changes to *Stock Quantity Updated*, except for those detail lines with a status of *Canceled*. You cannot change a *Finished* event.

NOTE: You cannot change the status of a counting event to *Finished* on the Counting Event Header page if it contains detail lines with a *Ready to Update Count Quantities* status. You must first run the Stock Quantity Update process or change the status of these detail lines manually on the Item Counts page.

ZERO-QUANTITY ITEMS

PeopleSoft Inventory stores information for items received and put away into the Inventory business unit. After items have been either adjusted to zero or shipped completely out of a storage location, the

PHYSICAL_INV table reflects their zero quantity. Because the Event Creation process includes these zero-quantity records in each counting event, you count event lines for stock that is not there, requiring more time to execute your cycle counts and making it harder to identify exactly which items need to be counted. The Counting Event Setup - Count Options page and the Event Creation page both include options that eliminate or limit the number of zero-quantity rows included in counting events.

The zero-quantity count option is not applicable to all cycle count options. For example, a negative balance cycle count includes only items in storage locations with negative available quantities. Additionally, a manual cycle count includes only the items you choose to include in the counting event.

Eliminating zero-quantity records from your counting event excludes storage locations identified by the system as empty (associated with zero-quantity items). To confirm empty locations, add the empty locations to your existing counting event, using the Item Counts page, or perform a manual count.

In addition to using the zero-quantity count option, you can remove zero-quantity item records from the PHYSICAL_INV table using the Physical Inv purge routine. We recommend that you perform this purge periodically to minimize the number of zero-quantity stock records in the PHYSICAL_INV table.

COUNT DATES AND TIMES

Because you do not have to freeze a storage location for a cycle count, the date and time that a counting event is created, loaded back into the system from an electronic data collection device, or updated using pages are important. If you do not freeze the storage location, you can create a counting event at 9:30 a.m. Wednesday and continue putting away stock into the storage location, picking stock from the storage location, and completing ad hoc adjustments to the storage location.

As a result, if you complete your count at 4:00 p.m. Friday, you must indicate when you are entering the count results. Recording this current date and time ensures that inventory transactions occurring since the counting event was created are accounted for. If you counted items in a storage location at 3:00 p.m. Wednesday and you don't update the count date and time, the system defaults the creation date and time of the counting event, and the inventory transactions that have occurred between 9:30 Wednesday morning and 3:00 Wednesday afternoon are incorrectly considered as the system updates the inventory balance for the storage location.

COMMON ELEMENTS USED IN THIS SECTION

Transfer button – Click to search for storage locations. On the transfer page, click the Storage Location Search link.

Cycle Count Option – Select a default for the type of cycle counting you perform most often. Options include:

Due to Count: Creates a cycle counting event to count those items that are due to be counted based on the last cycle count date and the cycle interval defined on the Utilization Types page.

Family: Creates a cycle counting event for items in a specific item family.

Item ID: Creates a cycle counting event for items with a specific item ID.

Manual Count: Creates a manual cycle counting event for count quantity data loaded from an electronic data collection device or entered using the Manual Counting Entry page. Because the manual counting event is restricted to the specified items, selecting this option makes the Zero Qty Count Options (zero quantity count options) field unnecessary and therefore unavailable for entry.

Negative Balance: Creates a cycle counting event for items in storage locations with a negative available quantity. Because the negative balance counting event considers only items with negative quantity balances, selecting this option makes the Zero Qty Count Options field unnecessary and therefore unavailable for entry.

Storage Location: Creates a cycle counting event for items in specific storage locations.

Max Items (maximum items) – The number of items to include in the count. To include all of the items, leave this field blank.

Utilization Type – Classifies inventory items based on their demand and usage. If you leave the field blank, the counting event includes all items with defined cycle intervals until the maximum number is reached.

Count Qty (count quantity) – The amount you enter for a count.

Zero Quantity Option – Controls the number of zero-quantity item rows included in the counting event: Options include:

Include All - Ensures that all valid items are included in the event, regardless of their quantity.

Exclude Zero Quantity - Excludes all zero-quantity items from the event. If you select this option, storage locations identified as empty by the system are not included in the event. To confirm that these storage locations are empty, perform a manual count of the empty storage locations either by adding a new line to the existing counting event on the Item Counts page, or by requesting a separate counting event on the Manual Counting Entry page.

Include Zero Quantity - Includes all zero-quantity items in the event that have inventory transactions occurring after the date you enter in the As of Transaction Date field. Use that field to limit the zero-quantity items you include in the counting event. The counting event includes all zero-quantity items with transaction records that have transaction dates falling on or after the As of Transaction date you enter.

Inv Tag ID (inventory tag ID) – A sequential number automatically assigned to each counting event detail line when the Counting Sheet process is run. This number is also printed on each count line of the Counting Sheet report. You can confirm that you are entering the correct data line from the report by comparing the tag ID on the report with the ID that displays on the page.

Unit Cost – The minimum cost per unit. The system calculates the cost variance by multiplying the quantity variance by the unit cost. The item's unit cost depends on the cost method and cost flag and is extracted from PeopleSoft Cost Management tables.

- For non-costed items, the unit cost is zero.

- For consigned and non-owned items and for periodic average costed items, the unit cost is the default average cost for the business unit (BU_ITEMS_INV.AVERAGE_COST).
- For perpetual average costed items, the unit cost is the most current unit cost in the Perpetual Average Cost table (CM_PERPAVG_COST.CM_UNIT_COST).
 - For periodic average costed items, the unit cost is the default average cost for the business unit (BU_ITEMS_INV.AVERAGE_COST).
 - For standard costed items, the unit cost is the most current effective-dated total standard cost in the Standard Cost table (sum of CM_STDCOSTD_VW.TL_COST and CM_STDCOSTD_VW.LL_COST).
- For actual costed items, the unit cost is the default actual cost for the business unit (BU_ITEMS_INV.DFLT_ACTUAL_COST).

SETTING UP INVENTORY COUNTS

Use the Prepare Counting Event component to specify global default values for physical inventory and cycle counts for the business unit.

This section discusses how to:

- Set up count report and display parameters.
- Set up count defaults.
- Define utilization type count data.

PAGES USED TO SET UP INVENTORY COUNTS

Page Name	Navigation	Usage
General	Inventory, Inventory Counts, Prepare Counting Event, Setup Counting Event, General	Specify count reporting and display parameters.
Count Options	Inventory, Inventory Counts, Prepare Counting Event, Setup Counting Event, Count Options	Set up default values for the Event Creation process.
Utilization Types	Inventory, Inventory Counts, Prepare Counting Event, Setup Counting Event, Utilization Types	Define cycle counting information for each utilization type defined for your enterprise.

SETTING UP COUNT REPORT AND DISPLAY PARAMETERS

Navigation: *Inventory, Inventory Counts, Prepare Counting Event, Setup Counting Event*



Use the Reconciliation Reporting group box to determine the discrepancies that should appear on the Reconciliation report.

Percent Tolerance – Sets an allowable difference between the system balance and the count quantity.

Dollar Tolerance – Sets an allowable cost variance. The variance is calculated using the difference between count quantity and the system balance for a storage location.

Zero Qty Transaction History (zero quantity transaction history) – Indicates that the Stock Quantity Update process should create transaction entries for all items processed in the count, including items with an adjustment of zero. You can view these transaction entries using the Transaction History Inquiry page.

If you do not select this check box, the Stock Quantity Update process only creates entries for items with non-zero adjustments.

Blind Count – Indicates that system balance quantities are not included on the Counting Sheet listing or in the file sent to the electronic data collection device. You must enter the count quantity for all detail lines in the event. For non-blind counts, expected quantities are included on the Count Sheet listing or in the electronic data collection device file. The default expected quantities appear in the quantity field of the counting event detail line. When you use non-blind counts, you must enter only exceptions to the count quantity field before running the Reconciliation report.

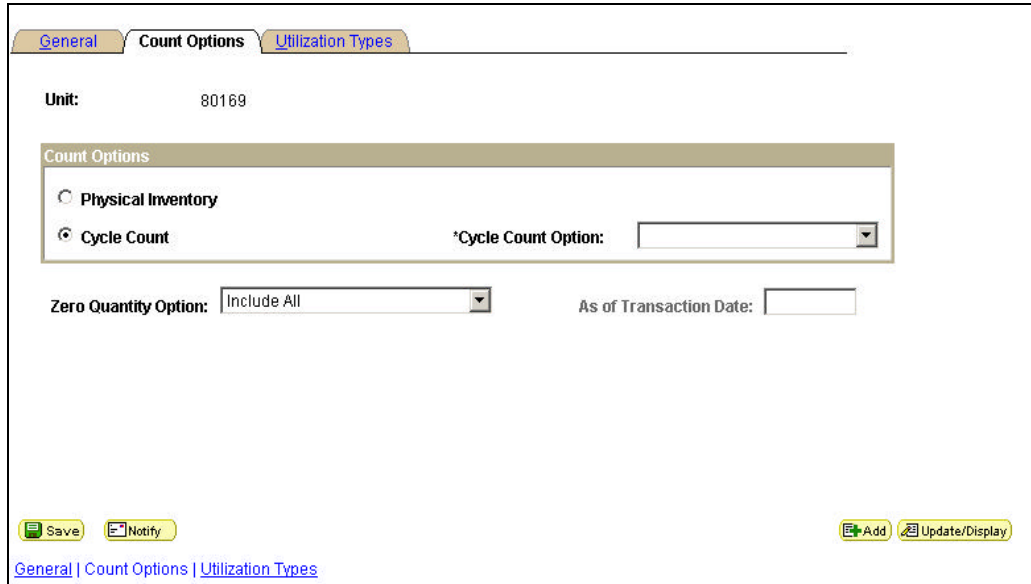
Cancel Unprocessed Items – Indicates that the Stock Quantity Update process should change the status of any uncounted items in a cycle counting event to *Canceled*. Uncounted items include those with status of *New*, *Counting*, or *Quantity Entered-Hold*. This selection does not apply to physical inventory counting events. Before you run the Stock Quantity Update process, you can change the status of items in the counting event manually using the Item Counts page in the Update Counting Event component.

Distrib. Type (distribution type) – Select to assign a distribution type to the adjustment results. The distribution type should be assigned based on the Count Options you select on the Counting Event Setup - Count Options page.

NOTE: If an order has been through the Picking Confirmation process, its picked quantity is not included in the counting event because the order quantity was moved from storage to shipping. If the processed order was not moved and was included in the location quantity count, a reconciliation error occurs. On the other hand, quantities for picked orders not processed by Picking Confirmation are included in the counting event because the quantity was not removed from storage. If the unprocessed order quantity is physically removed and not included in the location quantity count, a reconciliation error occurs.

SETTING UP COUNT DEFAULTS

Navigation: *Inventory, Inventory Counts, Prepare Counting Event, Setup Counting Event, Count Options*



General | **Count Options** | Utilization Types

Unit: 80169

Count Options

☐ Physical Inventory

☒ Cycle Count

*Cycle Count Option:

Zero Quantity Option: As of Transaction Date:

[General](#) | [Count Options](#) | [Utilization Types](#)

The options you select appear on the Event Creation page.

Physical Inventory – Creates a physical inventory counting event for the entire Inventory business unit. Before creating a physical inventory counting event, you must freeze the business unit by selecting Prohibit Material Movements on the Inventory Definition - Business Unit Definition page.

Cycle Count – Creates counting events for a subset of items in a business unit. You do not need to freeze storage locations to perform cycle counts. Transactions can continue as usual, and the Stock Quantity Update process accounts for those transactions that occurred after the counting event was created. However, if you want to freeze a location for cycle counting, use the Material Storage Locations page in the Structure Inventory menu.

As of Transaction Date – Limits the zero-quantity items you want included in the counting event. All zero-quantity items with inventory transactions occurring after the specified date are included in the counting event.

CREATING COUNTING EVENTS

You create counting events by launching the Event Creation process. You can create counting events before or after entering the count quantity data. A counting event includes a header and a list of the items being counted. The item information includes storage location, lot ID, serial ID, container ID, staged date, quantity, and UOM. This information is gathered from the Manual Count table (COUNT_INF_INV) for manual counting events, or from the Physical Inventory table (PHYSICAL_INV) for system-defined counting events.

NOTE: To support parallel counting events in multiple storage locations, you can create multiple counting events referencing the same item ID. However, to prevent counting stock twice, system edits do not permit you to have an item with the same combination of storage location, lot ID, serial ID, stage date, container ID, and storage UOM in more than one open counting event.

The Create Counting Event component includes two process pages: the Event Creation page and the Cycle Count Options page. Use both pages to define the parameters for specific request ID.

This section discusses how to:

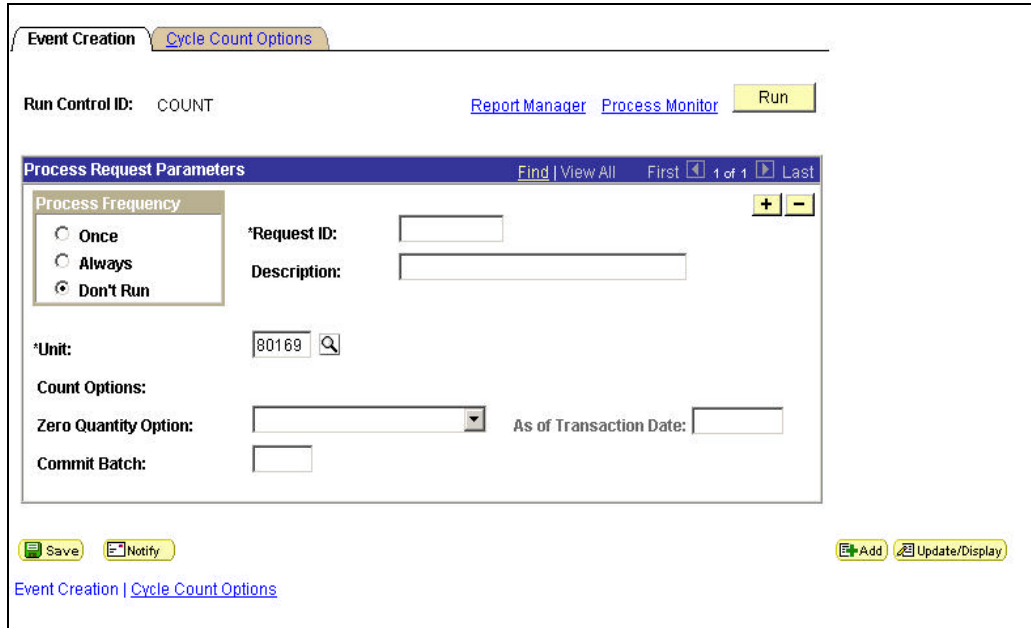
- Create counting events.
- Define counting events.

PAGES USED TO CREATE COUNTING EVENTS

Page Name	Navigation	Usage
Event Creation	Inventory, Inventory Counts, Prepare Counting Event, Create Counting Event, Event Creation	Define parameters for the Event Creation process.
Cycle Count Options	Inventory, Inventory Counts, Prepare Counting Event, Create Counting Event, Cycle Count Options	Use with the Event Creation Process page to define parameters for the Event Creation process.

DEFINING PARAMETERS FOR THE EVENT CREATION PROCESS

Navigation: *Inventory, Inventory Counts, Prepare Counting Event, Create Counting Event*



The screenshot shows the 'Event Creation' window with the 'Cycle Count Options' tab selected. The 'Run Control ID' is set to 'COUNT'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Process Request Parameters' section includes a 'Process Frequency' group with radio buttons for 'Once', 'Always', and 'Don't Run' (selected). It also has fields for 'Request ID', 'Description', 'Unit' (with a search icon), 'Count Options', 'Zero Quantity Option' (a dropdown), 'As of Transaction Date', and 'Commit Batch'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons, along with a breadcrumb link 'Event Creation | Cycle Count Options'.

Run Control ID: COUNT

Process Frequency: Always

Request ID: Enter a request ID for this process

Description: Enter a Description for this process

Count Options – The default value comes from the Counting Event Setup - Count Options page and cannot be overridden. Event Creation process values include:

Physical Inventory - Creates a physical inventory counting event for the entire Inventory business unit.

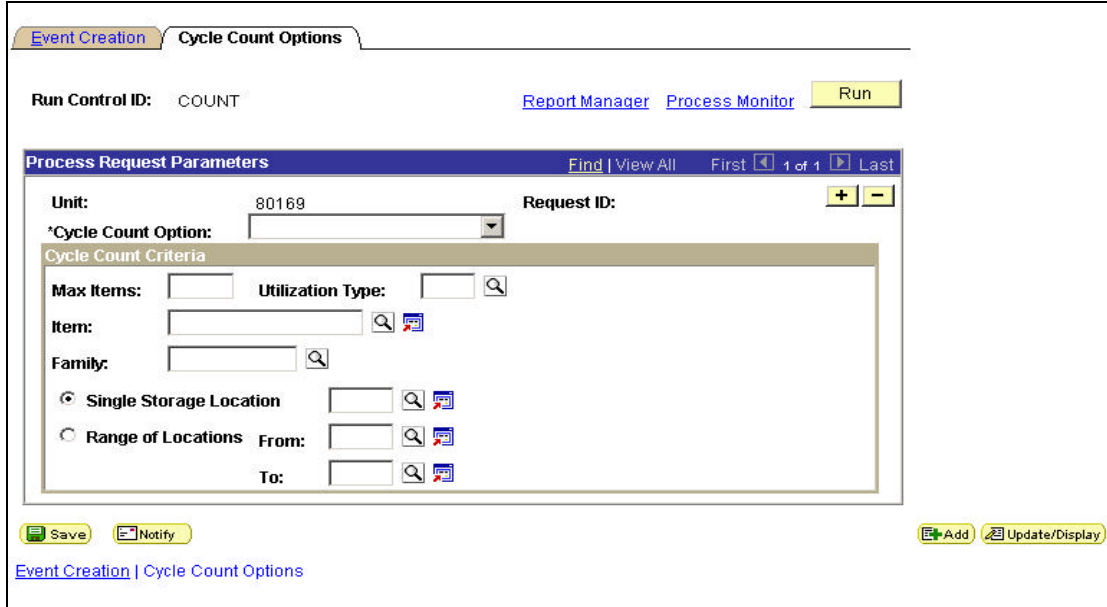
Cycle Count - Creates a counting event for items you specify. If this option appears, you can override the default value of the Cycle Count Option field.

Commit Batch – Controls database commit level processing and is applicable only for cycle counting events using the *Due to Count* option on the Cycle Count Options Process page. The standard default for PeopleSoft Inventory processes is 100 rows per SQL commit command.

Proceed to the **Cycle Count Options** page.

DEFINING COUNTING EVENTS

Click on the **Cycle Count Options** tab.



The screenshot shows the 'Cycle Count Options' tab in a software application. At the top, there are tabs for 'Event Creation' and 'Cycle Count Options'. Below the tabs, there is a 'Run Control ID' field set to 'COUNT', and links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Process Request Parameters' section includes a 'Find | View All' button and pagination controls showing '1 of 1'. The main area contains several input fields: 'Unit' (80169), 'Request ID' (with '+' and '-' buttons), '*Cycle Count Option' (a dropdown menu), 'Max Items' (with a search icon), 'Utilization Type' (with a search icon), 'Item' (with a search icon), 'Family' (with a search icon), and two radio button options: 'Single Storage Location' (selected) and 'Range of Locations'. The 'Range of Locations' option has 'From' and 'To' fields, each with a search icon. At the bottom, there are 'Save' and 'Notify' buttons, and 'Add' and 'Update/Display' buttons. A breadcrumb trail at the bottom reads 'Event Creation | Cycle Count Options'.

NOTE: If you select the *Storage Location* option, the last cycle count date used to identify when that item should be counted next is not updated. This design reflects the fact that an item ID can be stored in multiple storage locations. Completing a cycle count for a specific storage location does not provide a valid last-cycle count date for the item ID.

Run the Process.

ENTERING COUNT DATA FROM A COUNTING SHEET REPORT

Use the Item Counts page in the Update Counting Event component to enter the count data for a system-defined count that you recorded on the counting sheet.

NOTE: Use this page to change the manual count data before creating the counting event. To change data after creating the counting event, use the Item Counts page.

Click the **Search** button to populate the page with records from the manual count table (COUNT_INF_INV).

CREATING RECONCILIATION REPORTS

After entering counting data, use the Reconciliation report to detect any recovery or shrinkage and to determine whether you need to correct mistakes. You must run the Reconciliation report to calculate the system quantity at the time of the count.

The system does this calculation by subtracting transactions occurring since the count from the current quantity. The adjustment to the storage location represents difference between the count quantity and the calculated system quantity at the time of the count. Adjustments are applied by the Stock Quantity Update process.

PAGE USED TO CREATE RECONCILIATION REPORTS

Page Name	Navigation	Usage
Reconciliation	Inventory, Inventory Counts, Reconcile Inventory Balances, Reconciliation Report, Reconciliation	Analyze and resolve discrepancies in collected data.

GENERATING RECONCILIATION REPORTS

Navigation: *Inventory, Inventory Counts, Reconcile Inventory Balances, Reconciliation Report*

Reconciliation

Run Control ID: RECONCILE
[Report Manager](#)
[Process Monitor](#)
Run

Language: English

Process Request Parameters

Find | View All First 1 of 1 Last

Request ID:

Unit: 80169

+

-

Event ID:

Save

Notify

Add

Update/Display

Run Control ID: RECONCILE

Request ID: Enter a request ID for this process

Unit: Select your Business Unit

Run the Process.

UPDATING COUNTING EVENTS

This section discusses how to:

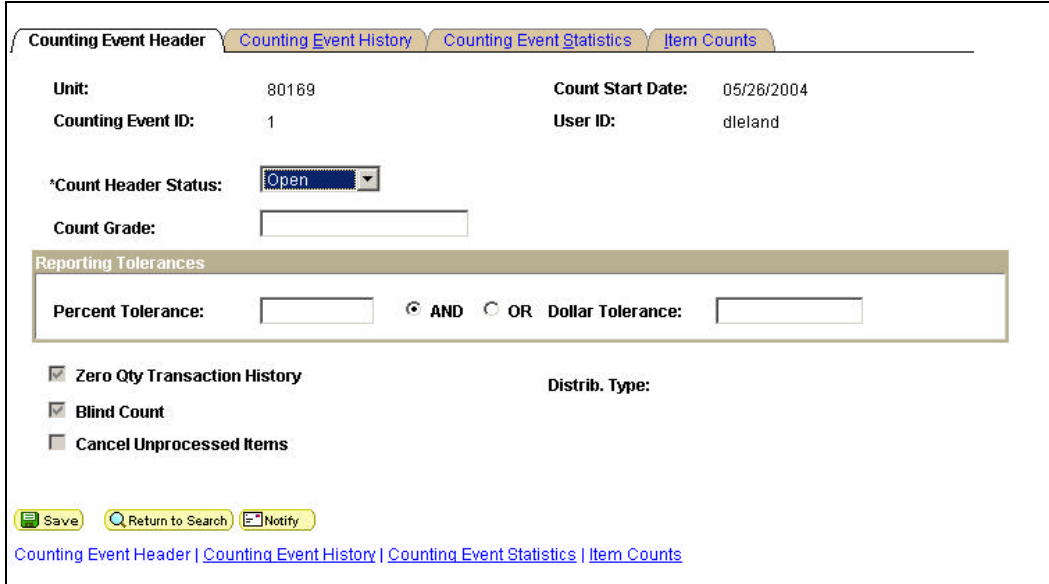
- Maintain event headers.
- Review event history.
- Display event statistics.
- Enter item count data.
- Retrieve event detail lines.

PAGES USED TO UPDATE COUNTING EVENTS

Page Name	Navigation	Usage
Counting Event Header	Inventory, Inventory Counts, Perform Count, Update Counting Event, Counting Event Header	Change a count event's status, description, or reporting tolerances.
Counting Event History	Inventory, Inventory Counts, Perform Count, Update Counting Event, Counting Event History	View information about a specific counting event.
Counting Event Statistics	Inventory, Inventory Counts, Perform Count, Update Counting Event, Counting Event Statistics	View statistics for a specific counting event.
Item Counts	Inventory, Inventory Counts, Perform Count, Update Counting Event, Item Counts	Enter count data for the system-defined count recorded on the counting sheet listing. Also, after running the Reconciliation report, modify count quantities and item status for all counting events before running the Stock Quantity Update process.
Fetch	Click the Search button on the Item Counts page.	Retrieve counting event detail lines.

MAINTAINING EVENT HEADERS

Navigation: *Inventory, Inventory Counts, Perform Count, Update Counting Event, Counting Event Header*



Count Header Status – The state of the count event. The following statuses are available:

Open – Includes counting event detail lines with any item status: *New, Counting, Ready to Update Stock, Stock Quantity Updated, Quantity Entered-Hold, or Canceled*.

Canceled – Contains only detail lines with a status of *Canceled* or *Stock Quantity Updated*. Once a counting event has been canceled, its data cannot be modified.

Finished – Contains only detail lines with a status of *Canceled* or *Stock Quantity Updated*. Once the status of a counting event has been changed to *Finished*, its data cannot be modified.

Count Grade – Describes the Counting Event. For example, you may want to assign a grade to the counting event after reviewing the error percentage on the Reconciliation report.

Percent Tolerance – The default values come from the global settings defined for the business unit on the General page in the Setup Counting Event component. You can change them before running the Reconciliation report for the counting event.

TO CANCEL A COUNTING EVENT:

- Set the Count Header Status to *Canceled*.
- Save the page.
- PeopleSoft Inventory sets all the detail line statuses of the counting event to *Canceled* except for the detail lines with a status of *Stock Quantity Updated*, which remain the same.

If you use the Item Counts page to change all of the counting event detail lines manually to *Canceled*, the Stock Quantity Update process automatically changes the header status of the counting event to *Canceled*.

When the counting event contains only *Stock Quantity Updated* detail lines, or only *Canceled* and *Stock Quantity Updated* detail lines, the Stock Quantity Update process automatically changes the status of the counting event to *Finished*.

You can change the header status to *Finished* only if the detail lines all have either the status of *Canceled* or the Stock Quantity Update process has processed all detail lines in the counting event.

REVIEWING EVENT HISTORY

Click on the **Counting Event History** tab.

Counting Event Header		Counting Event History		Counting Event Statistics		Item Counts	
Business Unit:	80169	Count Start Date:	05/26/2004				
Counting Event ID:	1	User ID:	dleland				
Count Type							
Count Options:	Cycle Count	Zero Quantity Option:	Exclude Zero Quantity				
Cycle Count Option:	Storage Location						
Utilization Type:		Max Items:					
Item:		Family:					
<input checked="" type="radio"/> Single Storage Location	From: STOCK						
<input type="radio"/> Range of Locations	To:						
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>							
Counting Event Header Counting Event History Counting Event Statistics Item Counts							

DISPLAYING EVENT STATISTICS

Click on the **Counting Event Statistics** tab

Counting Event Header		Counting Event History		Counting Event Statistics		Item Counts	
Unit:	80189	Start Date:	05/26/2004				
Counting Event ID:	1	User ID:	dleland				
Statistics							
Number of Records:	393						
Number Updated Stock Qty:							
Last Stock Qty Update:							
Quantity Total:							
Quantity Error:							
Quantity Percent Error:							
Save Return to Search Notify							
Counting Event Header Counting Event History Counting Event Statistics Item Counts							

Number of Records – The total number of records in the event. The Number of Records and Number Updated Stock Qty fields are equal only if the Zero Qty Transaction History (zero quantity transaction history) check box is selected on the Counting Event Setup - General page. Otherwise, transactions with zero quantities are not included in the calculation, resulting in a discrepancy between the two totals.

Number Updated Stock Qty (number of updated stock quantity) – The number of records that have been updated by the Stock Quantity Update process.

Last Stock Qty Update (last stock quantity update) – The most recent date the Stock Quantity Update process was run.

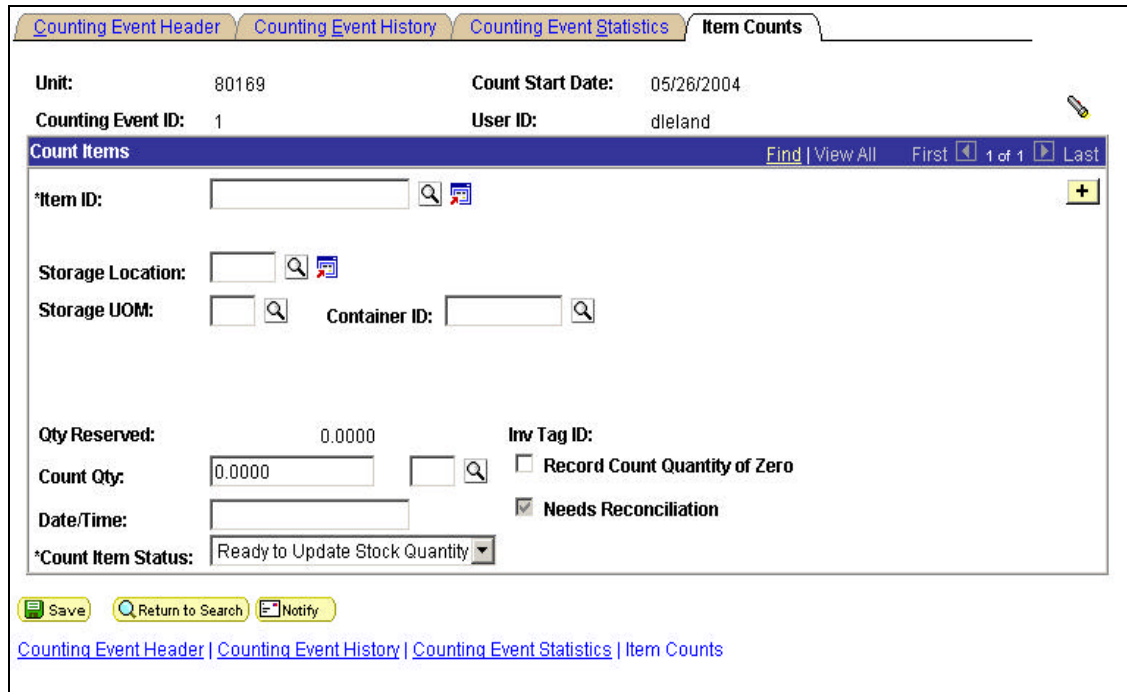
Quantity Total – The quantity of items counted for the counting event.

Quantity Error – The difference between the total quantity expected by the system and the total number actually counted for the event.

Quantity Percent Error – The Quantity Error divided by Quantity Total, then multiplied by 100.

ENTERING ITEM COUNT DATA



Click on the **Item Counts** tab.







Counting Event Header | Counting Event History | Counting Event Statistics | **Item Counts**

Unit: 80169 Count Start Date: 05/26/2004
 Counting Event ID: 1 User ID: dleland


Count Items Find | View All First 1 of 1 Last

*Item ID:  

Storage Location:  




Storage UOM:  Container ID: 

Qty Reserved: 0.0000 Inv Tag ID:

Count Qty: 0.0000  ☐ Record Count Quantity of Zero

Date/Time: ☒ Needs Reconciliation

*Count Item Status: Ready to Update Stock Quantity

 Save  Return to Search  Notify

[Counting Event Header](#) | [Counting Event History](#) | [Counting Event Statistics](#) | [Item Counts](#)

NOTE: If you count an item that was put away or transferred to the specified storage location but you did not make PeopleSoft Inventory aware of the new stock, you can specify the item in this location for a count. If you haven't fetched the item count lines, you can bypass the Fetch page and enter the count information in the blank row that appears. Otherwise, you can add a row and insert the count information. The storage area to which the item was put away will be incremented to the appropriate quantity. However, if the stock is from a Putaway transaction for which the Load Stage Items process (INPSSTGE) found an data error, this technique may result in duplicate quantity updates for the storage location. If you add a row and insert the count information, the storage location quantity is updated. When the data error is corrected and the Putaway transaction is processed, the storage location quantity is incremented again.

Record Count Quantity of Zero – Indicates that the system should record a count quantity of zero. If you enter a non-zero count quantity and select this option, the count quantity is reset to zero. Similarly, if you enter a non-zero count quantity after selecting the option, the check box is cleared. Changing the **Item Status** to *Canceled*, *Holding*, *New*, or *Counting* also clears the check box.

Date/Time – If you are performing a cycle count and have not frozen the location using the Material Storage Locations page in the Structuring Inventory menu, you must update this field to reflect the actual time of the count. If you do not update the field, transactions that occur after the creation of the counting event and before the actual time of the count may incorrectly be taken into account when creating

adjustments for the location. Transactions that occur before the actual time of the count should not be included in the adjustment calculation.

Needs Reconciliation – Indicates whether the Reconciliation report must be run before running the Stock Quantity Update process. The option is set automatically as follows:

The Count Sheet report process selects the option for blind counts. For non-blind counts, the Counting Sheet report process (INS9051) clears the check box.

If you change the Count Qty (count quantity) on the Item Counts page, the option is selected.

When the Reconciliation report process picks up an item count line, it clears the check box and updates the count item status of the line to *Ready to Update Stock Quantity*.

Count Item Status – Changes the status of the counting event detail line. Statuses include:

New - Includes the uncounted line in the Counting Sheet report or file when the Counting Sheet process (INS905) runs. The Counting Sheet process changes the status to *Counting* for blind counts or to *Ready to Update Stock Quantity* for non-blind counts. Events with *New* detail lines have a header status of *Open*.

Counting - The Counting Sheet process changes the status of detail lines in a blind, system-defined counting event from *New* to *Counting*. Detail lines with a status of *Counting* are considered uncounted. When you enter a count quantity for items with a *Counting* status, the status automatically changes to *Ready to Update Stock Quantity*. Events with items in a *Counting* status have a header status of *Open*.

Quantity Entered – Hold - Prevents the count quantity of a detail line from being applied to system tables by the Stock Quantity Update process. Events with items in a *Hold* status have a header status of *Open*.

Ready to Update Stock Quantity - The system uses quantities in counting event detail lines with this status to update tables when the Stock Quantity Update process runs. If you change the quantity of a detail line, Inventory automatically changes the status to *Ready to Update Stock Quantities*. Events with detail lines in a *Ready to Update Stock Quantity* status have a status of *Open*.

Stock Quantity Updated - Lines with a *Ready to Update Stock Quantity* status are changed to *Stock Quantity Updated*. When all detail lines in a counting event have a status of *Stock Quantity Updated*, the counting event header status changes to *Finished*.



Canceled - Lines with a status of *Canceled* are ignored by the Stock Quantity Update process. Events with only detail lines in a *Canceled* or *Stock Quantity Updated* status can be changed to *Finished*.



The Stock Quantity Update process checks counting event detail lines with a status of *Ready To Update Count Quantities* for errors before updating the system tables. If an error is found in a detail line, the status does not change, and an error message appears on the Item Counts page.

RETRIEVING EVENT DETAIL LINES

Click the Search button on the Item Counts page to access the Fetch page.

Fetch Page

Item:  

Stor Loc:  

Count Item Status

☐ New
☐ Counting
☐ Quantity Entered - Hold
☐ Ready to Update Stock Quantity
☐ Stock Quantity Updated
☐ Canceled

Sort By

☒ Location
☐ Item ID
☐ Tag ID

Tag ID Range

From Tag ID:

To Tag ID:

New – Returns the detail lines in a non-blind system-defined counting event for which the Counting Sheet process (INS9051) has not been run.

Counting – Returns the detail lines in a blind system-defined counting event.

Quantity Entered Hold – Returns counting event detail lines with statuses that were changed manually on the Item Counts page to prevent the stock quantity of an item from being updated by the Stock Quantity Update process.

Ready to Update Stock Quantity – Returns counting event detail lines with quantities that will be used to update the system tables when the Stock Quantity Update process runs.

Stock Quantity Updated – Returns counting event detail lines with quantities that have already been posted to the system tables by the Stock Quantity Update process.

Canceled – Returns detail lines that will be ignored by the Stock Quantity Update process.

From Tag ID – Defines the beginning number to retrieve. The value is used with the **To Tag ID** value and appears on the Counting Sheet listing. Tag IDs are unique numbers assigned to counting event detail lines (in sequence) by the Counting Sheet process to identify items in a count more easily.

NOTE: Tag IDs are assigned only by the Counting Sheet process. If no Counting Sheet was generated for the Counting event, you cannot retrieve by tag ID number.

UPDATING STOCK QUANTITIES

The Stock Quantity Update process:

1. Updates inventory quantities.
2. Creates transactions for any shrinkage or recoveries.
3. Adjusts storage location quantities by the difference between the count quantity and the system quantity at the actual time of the count.

For cycle counts, the process takes into consideration all transactions that have occurred since the counting event date and time stamp and the date and time the Reconciliation report was run.

When updating lot-controlled items, the process calculates lot availability, retest, and expiration dates if you have defined shelf life, availability lead time, and retest lead time values for the item in the business unit. These dates are not recalculated if they already exist in the system.

NOTE: If the business unit requires closure calendar validation and processing for material management activities as defined on the Closure Calendar page, and the calculated lot retest date falls on a defined closure date, the system uses the first previous valid date defined for the function.

For an item count line representing a positive quantity adjustment, the Stock Quantity Update process inserts a new row with a unit cost into the actual cost table (CM_ACTUAL_COST). If the item count line is for a perpetual costed item and if no record exists in the perpetual cost table (CM_PERPAVG_COST) for the item, the Stock Quantity Update also inserts a row with a unit cost of zero into CM_PERPAVG_COST, using the same keys as the adjustment transaction record in TRANSACTION_INV.

This section discusses how to:

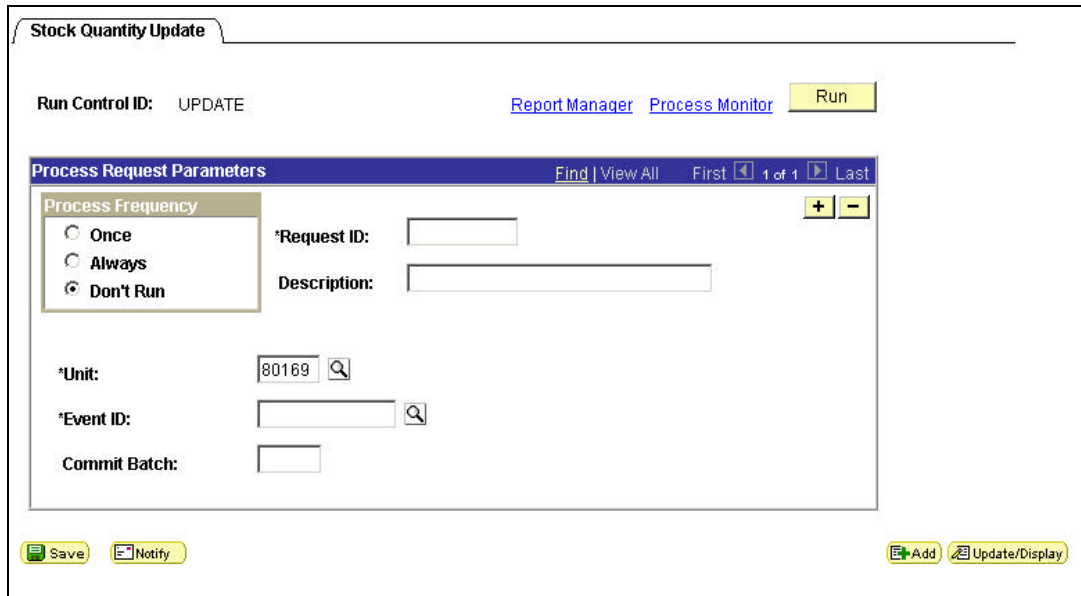
- Define stock update parameters.
- Use error messages from the Stock Quantity Update process.

PAGE USED TO UPDATE STOCK QUANTITIES

Page Name	Navigation	Usage
Stock Quantity Update	Inventory, Inventory Counts, Reconcile Inventory Balances, Update Stock Quantity, Stock Quantity Update	Define parameters for the Stock Quantity Update process. After you enter the counting data for a counting event, you must run the Stock Quantity Update process to update the system balances for the counted storage locations.

DEFINING STOCK UPDATE PARAMETERS

Navigation: *Inventory, Inventory Counts, Reconcile Inventory Balances, Update Stock Quantity, Stock Quantity Update*



Run Control ID: UPDATE

Process Frequency: Always

Request ID: Enter a Request ID for this process

Description: Enter a Description for this process

The 'Commit Batch' option controls database commit level processing. The standard default for PeopleSoft Inventory processes is 100 rows per SQL commit command. The Stock Quantity Update process makes adjustments for those counting event detail lines with a status of *Ready to Update Stock Quantity* and for which a Reconciliation report has been run. After the process completes, you must also release storage locations on the Material Storage Locations page if any were frozen for the counting event.

USING ERROR MESSAGES FROM THE STOCK QUANTITY UPDATE PROCESS

The Stock Quantity Update process checks for errors before updating the system tables. If errors are found, the status of the detail line remains *Ready to Update Stock* and the system displays an error message on the Item Counts page.

Error Message	Cause	Resolution
Duplicate Serial Item found	A duplicate serial-controlled item exists in this location. The quantity for a serial-controlled item can be a non-zero value in only one location, indicating that incorrect data was included in the counting event.	Cancel the counting event line.
Missing UOM Conversion Rate (missing unit of measure conversion rate)	A conversion rate is not on file for the given UOM to the item's standard UOM.	Set up a UOM conversion rate on the Units of Measure page in the Define Items menu.
Serial ID - multiple locations	A serial ID exists in a location other than the one included in the counting event detail line. You cannot insert the same serial-controlled item into two different locations. The quantity for a serial-controlled item can be a non-zero value in only one location.	Do one of the following: <ul style="list-style-type: none"> Adjust the quantity for one of the serial items to zero using the Adjustments page in the Maintaining Inventory menu. Cancel the counting event line.
Incomplete Item Definition	The counting event detail line is missing required item definition information from the Master Item table (MASTER_ITEM_TBL), Business Unit-Items table, or both. This error generally indicates that the item ID is incorrect or is new and has not been defined in the Define Item component.	Do one of the following: <ul style="list-style-type: none"> Define the new item using the Define Item component. Select a valid item ID on the Item Counts page.
Standard Qty fail in a whole# <i>(standard quantity)</i>	The entered count quantity is not in a standard UOM and it is entered as a decimal number. The standard UOM	Change the count quantity on the Item Count page.

Error Message	Cause	Resolution
failed to result in a whole number)	for this item is defined as a whole number on the Units of Measure page. The Stock Quantity Update process tried to convert the decimal count quantity to the standard UOM and it failed to result in a whole number.	
Whole # required for Count Qty	The entered count quantity is a decimal number and the count UOM for this item is defined as a whole number on the Units of Measure page.	Change the count quantity to a whole number on the Item Counts page.
Storage Qty fail in a whole# (storage quantity failed to result in a whole number)	The entered count quantity is a decimal number and the count UOM is different from the storage UOM (PHYSICAL_INV.Unit_of_Measure). The storage UOM for this item is defined as a whole number on the Units of Measure page. The Stock Quantity Update process tried to convert the decimal count quantity to a storage UOM quantity and it failed to result in a whole number.	Change the count quantity on the Item Count page.
From/To UOM Rate must be a whole# (from/to unit of measure rate must be a whole number)	When the Stock Quantity Update process converts the count quantity to a different UOM, it must then validate the original quantity by reconvert the updated quantity to the original UOM. If the reconverted quantity does not equal the original count quantity, you receive this error message.	Change the count quantity on the Item Count page.

MAKING STOCK QUANTITY ADJUSTMENTS

This section provides an overview of transfers within a business unit and discusses how to make adjustments online.

UNDERSTANDING STOCK QUANTITY ADJUSTMENTS

PeopleSoft Inventory tracks and summarizes item quantities at the storage location level for the business unit, providing an instantaneous view of material position when you need it. Inventory also keeps inventory balances accurate by completing ad hoc adjustments and transferring material within business units.

COMMON ELEMENTS USED IN THIS SECTION

Location Quantity Available – The quantity available for transfer in the original storage location. If negative inventory balances are permitted in the business unit, you can transfer quantity that is available, driving the system balance for the original location negative.

Transaction Date – The adjustment date. The default is the current date.

MAKING ADJUSTMENTS ONLINE

PeopleSoft Inventory enables you to make various stock adjustments. For example, you can account for quantities found, misplaced, and damaged that must be scrapped. With the Adjustments component, you can perform ad-hoc quantity adjustments for any given storage location.

This section discusses how to:

- Scrap return-to-vendor stock.
- Make on-hand quantity adjustments.
- Search for quantities to adjust.
- Define return-to-vendor adjustments to remove.
- Inquire about adjustments.

PAGES USED TO MAKE ADJUSTMENTS ONLINE

Page Name	Navigation	Usage
Adjustments	Inventory, Manage Inventory, Adjustments	Make ad hoc quantity adjustments not made during cycle counts or wall-to-wall counts. Increase or decrease the on-hand quantity of items previously put away.
Selection Criteria	Click the Search link on the Adjustments page.	Define the item, container, lot, serial ID, or storage area to adjust.
Adjustments - RTV Selection	Click the Select RTV link on the Adjustments page.	Identify which RTV ID-item combination to remove from the business unit's stock balances.
Adjustments Inquiry	Inventory, Manage Inventory, Adjustment History, Adjustments Inquiry	View the full history of adjustments for items at storage locations. Show resulting adjusted quantities for storage locations and the adjustments for the entire business unit.

SCRAPPING RETURN-TO-VENDOR STOCK

If your installation includes PeopleSoft Purchasing, use the Return to Vendor - RTV page to dispose of stock that is obsolete. After creating an RTV ID in PeopleSoft Purchasing, use PeopleSoft Inventory to remove stock that has been put away and update the inventory quantity balances. Stock rejected upon receipt is not added to stock quantity balances and is handled exclusively in PeopleSoft Purchasing.

You remove an item from inventory stock (scrap it) using the Adjustments page. The stock must have a disposition type of *Destroy* on the RTV Form to be eligible for disposal; dispositions of *Ship* can be returned to the vendor using the Express Issue page.

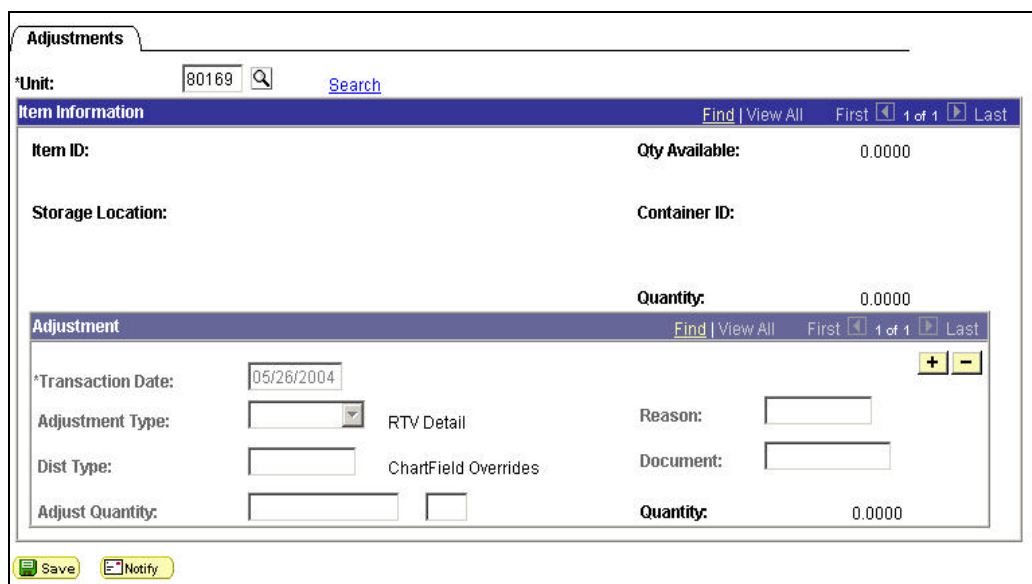
To dispose of inventory stock:

1. Create a Destroy RTV in PeopleSoft Purchasing.
Create an RTV for the inventory item with a disposition type of Destroy, using the Return to Vendor - RTV page.
2. Specify the appropriate distribution line information for the RTV in PeopleSoft Purchasing.
Select the appropriate information for the distribution line against which you are returning a product, using the Select Receipt Assets page. This enables the RTV process to credit the appropriate distributions accurately.

3. Assign an adjustment type of Scrap for RTV to the RTV line in PeopleSoft Inventory.
Create an adjustment type of Scrap for RTV, using the Adjustments page. Click the Select RTV link to access the Adjustments - RTV Selection page, where you can select the RTV line created in PeopleSoft Purchasing. Click the OK button to populate the Adjustments page with your selection. If necessary, enter a Reason code and adjust the Quantity and UOM. After making the required changes, save the Adjustments page.
Note. The quantity entered must be less than or equal to the returned quantity. In addition, ChartField overrides are not allowed for Scrap for RTV adjustments.
4. Save the changes.
The system updates the RTV Line (RTV_LN) and RTV Line Distribution (RTV_LN_DISTRIB) tables in PeopleSoft Purchasing with the shipment quantities and ship date. It also updates the line status in the RTV Line (RTV_LN) table with a shipped status if the adjusted quantity is greater than or equal to the return quantity.

MAKING ON-HAND QUANTITY ADJUSTMENTS

Navigation: *Inventory, Manage Inventory, Adjustments*



Adjustment Type – Select an adjustment type: *Decrease, Increase, Misc Issue* (miscellaneous issue), *Misc Ret* (miscellaneous return), *Scrap RTV* (scrap return-to-vendor), or *Scrap*.

If you select *Scrap RTV*, the quantity entered for the adjustment must be less than or equal to the return quantity entered on the Return to Vendor - RTV page.

Reason – Defines the need for the adjustment and is established on the Reason Codes page on the General Options menu.

Select RTV – Click to access the Adjustments - RTV Selection page, where you can select an RTV line for the item being adjusted.

Dist Type (distribution type) – The default value is based on the adjustment type you entered for the business unit.

Document – Defines documents associated with this adjustment.

ChartField Overrides – Click to access the ChartField Overrides page, where you can override accounting information for the adjustment type. This option is not available for the *Scrap RTV* adjustment type.

Adjust Quantity – Enter the amount by which you want to adjust the quantity of this inventory item. You can enter adjustments in any valid stocking unit of measure; PeopleSoft Inventory converts them to the storage location's stocking unit of measure.

You can adjust a storage location to 0. If negative inventory balances are permitted in the business unit, you can also enter an adjustment that will drive the quantity negative.

You can:



- Change adjustments by entering another adjustment for the item in this storage location.
- Adjust suspended storage locations. If you enter an increase for a suspended storage location, the system warns you of the suspension. You can accept the warning and save the adjustment.
 - If you enter an adjustment for an item in a storage location with an inventory status of *Restricted* or *Rejected*, you receive a warning.
 - You cannot save adjustments for an item in a storage location with a status of *Hold* unless the storage location is designated as an inspection location.
 - You cannot make adjustments for a storage location that has been closed.


NOTE: You can only adjust stock that has previously been put away. You cannot, for example, enter an increase adjustment for a lot ID, serial ID, container, or staged date that doesn't currently exist in inventory. To put new stock away, use the Express Putaway page.



SEARCHING FOR QUANTITIES TO ADJUST

Access the Selection Criteria page by clicking on the Search link on the Adjustments page.

Selection Criteria

Item ID:  

Container ID: 

Stor Loc:  

☐ Include Zero Qty Locations

OK Cancel

Include Zero Qty Locations (include zero-quantity locations) – Select to view zero-balance locations for any Inventory business unit. If the business unit permits negative balances, the search identifies locations with both positive and negative balances. Only locations with previous quantities of the item being adjusted are returned. This option is available even if negative balances aren't enabled.

DEFINING RETURN-TO-VENDOR ADJUSTMENTS TO REMOVE

Access the RTV Selection (return to vendor selection) page.

An RTV ID with a disposition type of *Destroy* must first be created using the Return to Vendor - RTV page in PeopleSoft Purchasing. You also must select *Scrap RTV* as the Adjustment Type on the Adjustments page to enable the Select RTV link.

Only RTV IDs with a disposition type of *Destroy* appear, since RTV IDs with a disposition type of *Ship* are excluded from this list. To remove the quantity from inventory by performing a vendor stock return, use the Express Issue page.

Select RTV – Click to adjust the RTV line. The default values for **RTV ID**, **Line**, **Dist Nbr** (distribution number), **Return Qty** (return quantity), and **Std UOM** (standard unit of measure) are derived from the entries made on the Return to Vendor - RTV page in PeopleSoft Purchasing.

INQUIRING AND REPORTING ABOUT ON-HAND STOCK

This section provides an overview of stock reporting and discusses how to:

1. View transaction history.
2. Check item availability.
3. View item balances.
4. Perform stock inquiries.
5. Identify slow-moving inventory.

UNDERSTANDING ON-HAND INVENTORY REPORTING

PeopleSoft Inventory provides inquiries and reports to help you track and review business unit information about stock, transactions, and quantity balances. A single record, TRANSACTION_INV, captures all inventory transactions, such as Putaway and physical accounting transactions, storage location transfers, material issues and shipments, and quantity adjustments.

VIEWING TRANSACTION HISTORY

This section discusses how to:

- View transaction history.
- Search for transaction history.

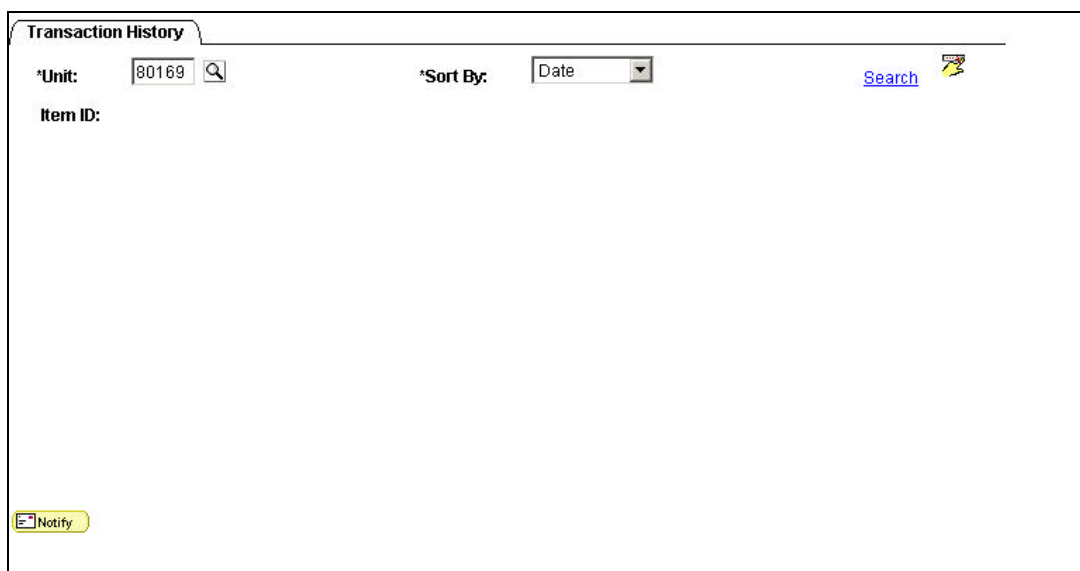
PAGES USED TO VIEW TRANSACTION HISTORY

Page Name	Navigation	Usage
Transaction History	<p>Inventory, Manage Inventory, Analyze Inventory, Review Transaction History, Transaction History</p> <p>Inventory, Inventory Counts, Reconcile Inventory Balances, Review Transaction History, Transaction History</p>	View transaction history.

Page Name	Navigation	Usage
Transaction History Search Criteria	Click the Search link on the Transaction History Inquiry page.	Define search parameters for transactions.


VIEWING TRANSACTION HISTORY




Navigation: *Inventory, Inventory Counts, Reconcile Inventory Balances, Review Transaction History, Transaction History*



The record field and arrow buttons on the right side of the screen above the scroll area provide navigation controls for your selected record set. First create subsets of data by entering the number of records with which you want to work e. The default is 22. If you change the default, click the **Search** link to refresh the data in the scroll area.

NOTE: For optimal performance, you should work with 50 or fewer records at a time.

Search	Click to access the Transaction History Search Criteria page, where you can enter parameters to define the transactions with which you want to work.
 First Set	Use the arrow buttons to navigate from one data subset to another. Click this button to go to the first subset of rows (the first record of the first n rows).

 Last Set	Click to go to the last subset of rows (the first record of the last n rows).
 Previous Set	Click to go to the first record of the previous set of n rows.
 Next Set	Click to go to the first record of the next set of n rows.
Date Timestamp	Indicates when transactions occurred.
Save User Preferences	Click to save the dynamic column settings for your User ID.


In the five dynamic column headings available in the scroll area, you can choose which transaction attributes you want to display and the order in which you want them arranged. For example, you might want to see the base quantity of the transaction first, then the transaction group. In this case, select *Base Qty* in the first list box and *Tran Group* in the second. PeopleSoft Inventory changes the page display to show your selections. You can change all of the columns using this method to create a custom view of the transactions that have occurred for this item in this business unit.


The *Onhand Qty* (onhand quantity) column displays a running total of how the transactions affected the item's on-hand quantity balance. The running total appears only if the search parameters include business unit, item ID, area, or date. If you enter the container, lot ID, serial ID, user, or transaction group, the running total does not appear.



SEARCHING FOR TRANSACTION HISTORY


Access the Transaction History Search Criteria page by clicking on the [Search](#) link on the Transaction History Inquiry page.

Transaction History Search Criteria


*Unit: 


Container ID: 


Item ID:  


Area: 

Std UOM:

From Date:  12:00AM

User: 

To Date:  12:00:00

Shipping ID: 

Transaction Group

☒ All
☐ Single
☐ Range

AND

Only items with a status of *Active*, *Hold*, *Discontinue*, and *Inactive* are valid options and only these items will display in the list of valid values. To restrict your search you can enter any combination of the criteria.

VIEWING ITEM BALANCES

This section discusses how to:

- View item balances by all units.
- View item balances by unit.
- View item balances by location.
- View negative balances.
- View negative balances by unit.
- View negative balances by lot.
- View negative balances by location.
- Create the Negative Balance report.
- Create the Stock Status report.

PAGES USED TO VIEW ITEM BALANCES

Page Name	Navigation	Usage
Balance by All Units	Inventory, Manage Inventory, Review Inventory Balance Info, Item Balance by All Units	Display the item's balances across your enterprise.
Item Balance by Unit	Inventory, Manage Inventory, Review Inventory Balance Info, Item Balance by Unit	Display item balances in a specific Inventory business unit.
Item Balance by Location	Inventory, Manage Inventory, Review Inventory Balance Info, Item Balance by Location	Display the quantity of an item by storage location in an Inventory business unit.
Negative Balances	Inventory, Manage Inventory, Review Inventory Balance Info, Negative Balances	Review and resolve negative quantities at the business unit, location, and item-lot combination levels.
Negative Balances — Unit Detail	Click the Unit link on the Negative Balances page.	View information about negative balances for an item at the business unit level.
Negative Balances - Lot Detail	Click the Lot link on the Negative Balances page.	View information about negative balances for the item-lot combination.
Negative Balances — Location Detail	Click the Location link on the Negative Balances page.	View information about negative balances for the storage location.
Negative Balance	Inventory, Manage Inventory, Reports, Negative Balances, Negative Balance	Define parameters for the Negative Balance report.
Stock Status	Inventory, Manage Inventory, Reports, Stock Status	Define parameters for the Stock Status report.

VIEWING ITEM BALANCES BY ALL UNITS

Navigation: *Inventory, Manage Inventory, Review Inventory Balance Info, Item Balance by Unit*

Item Balance by All Units

Item ID:

Item Information

Find | View All

First 1 of 1 Last

Item ID: 01515-254421
Description: XEROX 5390 - DEVELOPER
Std UOM: CTN SetID: STATE

Business Unit Balances

Customize | Find | View All

First 1-2 of 2 Last

Unit	Qty Available	Qty Reserved	In-Transit Qty	Quantity On Hand
11053	0.0000	0.0000	0.0000	0.0000
80169	4605.0000	0.0000	0.0000	4605.0000

Total Qty Available: 4605.0000

Total Qty In-Transit: 0.0000

Total Qty Reserved: 0.0000

Total Qty OnHand: 4605.0000

The system displays all the business units in which the item is defined. Click the linked business **Unit** value to access the Item Balance by Unit page, where you view additional quantity balance information for a specific business unit. The quantity information is summed for all business units.

VIEWING ITEM BALANCES BY UNIT

History Information – The dates of the **Last Adjustment**, **Last Putaway**, and **Last Order** and that affected the quantity balance.

Item Balance By All Units – Access quantity balance information across all business units in which the item is defined.

Item Balance By Location – Access quantity balance information across storage locations in a specific business unit.

Item Fulfillment Status – Access the fulfillment status of orders for the selected item.

VIEWING ITEM BALANCES BY LOCATION

Navigation: *Inventory, Manage Inventory, Review Inventory Balance Info*

Item Balance by Location

Unit: 80169
Item ID: 01515-254421 Std UOM: CTN
XEROX 5390 - DEVELOPER

Customize Find View All First 1-2 of 2 Last					
Area	Nettable	Qty Reserved	Qty Storage	UOM	Qty Reserved Base
PHOTO Y			5.0000	CTN	5.0000
STOCK Y			4600.0000	CTN	4600.0000

Total in Storage Locations: 4605.0000
Total Staged for Shipping: 0.0000
[Item Balance By Unit](#)

Item Balance By Unit – Accesses the Item Balance by Unit page, where you can view quantity balance information at the business unit level.

NOTE: You can confirm the Quantity On Hand value that appears on the Item Balance by Unit page by adding the item quantities at the storage location level and comparing the result with the quantity at the business unit level. To confirm your quantity on hand totals for the business unit, add the Total Staged for Shipping to the Total in Storage Locations.

PERFORMING STOCK INQUIRIES

This section discusses how to inquire by:

- Item.
- Lot.
- Area.
- Area details.
- Location.
- Location details.

PAGES USED TO PERFORM STOCK INQUIRIES

Page Name	Navigation	Usage
Inventory Inquiry	Inventory, Manage Inventory, Review Inventory Balance Info, Inventory by Item, Inventory Inquiry by Item	View current inventory information by item.
Inventory Inquiry by Lot	Inventory, Manage Inventory, Review Inventory Balance Info, Inventory by Lot, Inventory Inquiry by Lot	View detailed inventory information for an item-lot combination.
Inventory Inquiry by Area	Inventory, Manage Inventory, Review Inventory Balance Info, Inventory by Area, Inventory Inquiry by Area	View stock in a given storage area.
Inventory Inquiry by Area Details	Click the linked value in the Item ID column on the Inventory Inquiry by Area page.	View detailed storage location, quantity, and status information for an item.
Inventory Inquiry by Location	Inventory, Manage Inventory, Review Inventory Balance Info, Inventory by Location, Inventory Inquiry by Location	View current inventory information by storage location.
Inventory Inquiry by Location Details	Click the linked value in the Item ID column on the Inventory Inquiry by Location page.	View quantity and status details for the item-location combination.

IDENTIFYING SLOW MOVING INVENTORY

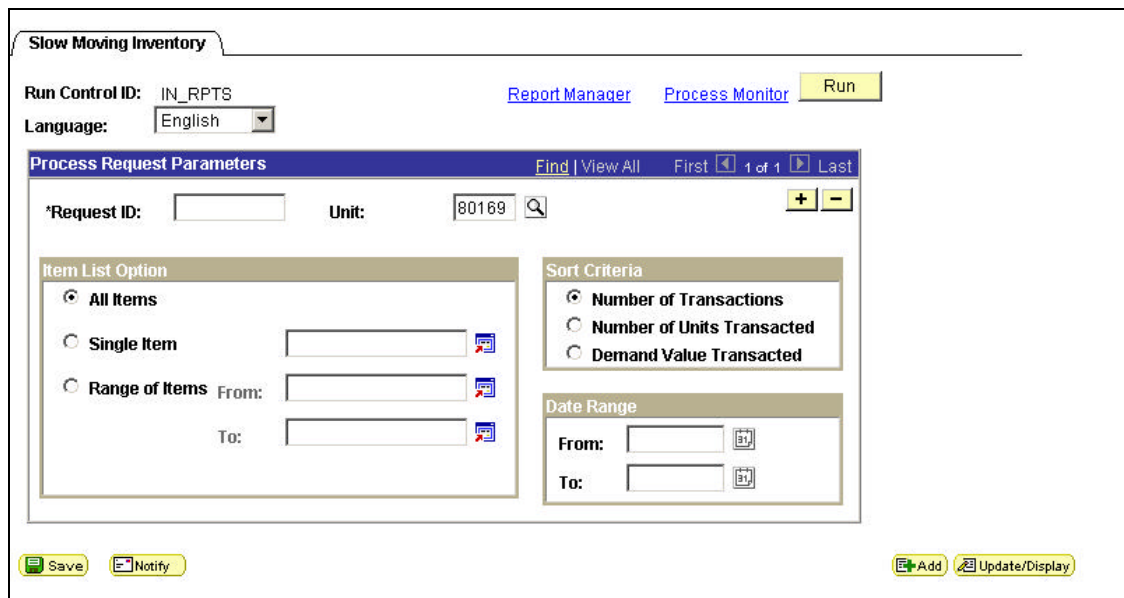
This section discusses how to use the Slow Moving Inventory report to identify stock rarely involved in inventory transactions.

PAGE USED TO IDENTIFY SLOW MOVING INVENTORY

Page Name	Navigation	Usage
Slow Moving Inventory	Inventory, Manage Inventory, Reports, Slow Moving Inventory	Define parameters for the Slow Moving Inventory report.

DEFINING SLOW MOVING INVENTORY REPORT PARAMETERS

Navigation: *Inventory, Manage Inventory, Reports, Slow Moving Inventory*



Slow Moving Inventory

Run Control ID: IN_RPTS [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Process Request Parameters Find | View All First 1 of 1 Last

*Request ID: Unit: 80169 [+](#) [-](#)

Item List Option

- ☒ All Items
- ☐ Single Item
- ☐ Range of Items From: To:

Sort Criteria

- ☒ Number of Transactions
- ☐ Number of Units Transacted
- ☐ Demand Value Transacted

Date Range

From: To:

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Number of Transactions – Sorts by the number of demand transactions. Items with the fewest demand transactions are at the top of the list.

Number of Units Transacted – Sorts by the number of units transacted. Items with the fewest units.

RETURN FOR CREDIT

This section provides an overview of the Return Material Authorization (RMA) process and discusses how to:

- Enter Return Material Authorization information.
- Process RMA Transactions
- View RMA Transactions

ENTERING RMA DATA

A unique RMA ID is issued each time an RMA transaction is created. When you add a new RMA, you can either enter a Return Material Authorization ID or accept the default assignment of *NEXT*. If you accept *NEXT*, PeopleSoft Inventory automatically generates a new RMA ID.

This section discusses how to:

- Add a new RMA.
- Select orders to be returned.

COMMON ELEMENTS USED IN THIS SECTION

RMA Status – The RMA Status determined determines how the RMA will be treated for further processing.

- Selections on the RMA Form tab (header section) apply to the entire RMA.
- Selections on the RMA Lines apply to particular RMA Lines

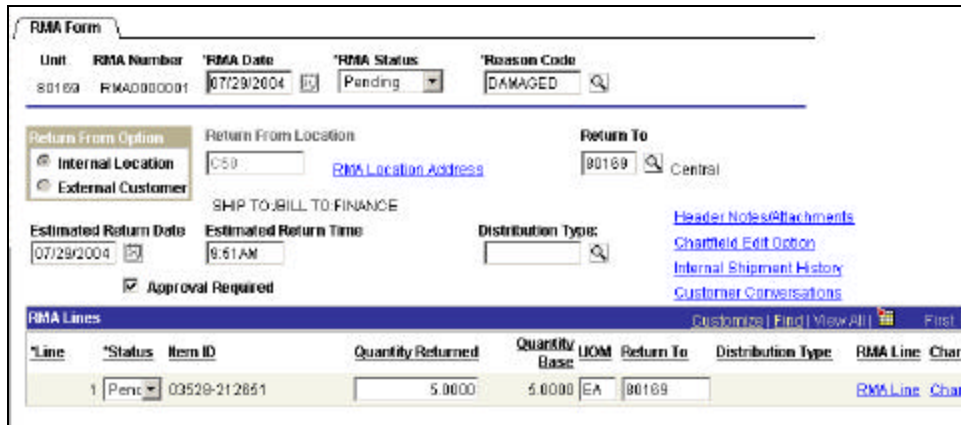
Return From Option – Identifies the type of location and order that is being processed on the RMA.

1. **Internal Location:** Includes Internal Issues and InterUnit Expensed Transfers.
2. **External Customer:** Identifies Customers that are not identified with either an Inventory Business Unit and/or a General Ledger Business Unit.

PAGES USED TO ENTER RMA DATA

Page Name	Navigation	Usage
RMA - RMA Form	Inventory, Manage Returned Material, RMA, RMA Form	Enter RMA information
RMA – RMA Lines	Click the RMA Lines link on the RMA Form page	Select lines to be returned
RMA – Chart Edit	Click the Chart Edit link for an RMA Line	Override chartfield values for the RMA lines included in an order.
External Customer History	Inventory, Manage Returned Material, External Cust Shipment History	Review RMA History for an External Customer
Internal Customer History	Inventory, Manage Returned Material, Internal Cust Shipment History	Review RMA History for an Internal Customer

ENTERING REQUIRED RMA INFORMATION



Reason Code – Click to enter the reason why an RMA is needed.

Return from Location – Click to select the Return From Location.

Return To – Click to enter the Return To Inventory Business Unit

Internal Shipment History – Click to select RMA Lines

Approval Required – Check if Approval is required

Status – Do not change the default value of Pending

Item ID – Will default from the selected RMA Line

SELECTING ORDER LINES TO BE RETURNED



Select – Check to select a row to be included on the RMA

Return – Click to return to the RMA Form page. Information from selected rows will now appear on the RMA Form page.

POSTING INVENTORY TRANSACTIONS

PAGES USED TO POST INVENTORY TRANSACTIONS

Inventory Costing must be posted to the Accounting Lines and the General Ledger. These processes ensure that all modules are up to date with accurate Chartfield information. Inventory Posting should be done on a regular basis as part of normal Business Processes.

Page Name	Navigation	Usage
Inventory Transaction Costing	Cost Accounting, Inventory and Mfg, Create Accounting Entries, Inventory Transaction Costing	Checks each transaction record and determines the item's cost, based on the cost in effect at the time of the transaction.
Accounting Line Creation	Cost Accounting, Inventory and Mfg Accounting, Create Accounting Entries, Accounting Line Creation	Creates the accounting entry lines (the debits and credits) for each transaction.
Accounting Line Errors	Cost Accounting, Inventory and Mfg Accounting, Create Accounting Entries, Accounting Line Errors	View errors created by the Accounting Line Creation Process.
Edit Unposted Accounting Lines	Cost Accounting, Inventory and Mfg, Create Accounting Entries, Edit Unposted Accounting Lines	Correct Accounting Line Errors by changing the accounting entry line information for a transaction
Journal Generate Request	General Ledger, Journals, Subsystem Journals, Generate Journals	Creates Accounting Entries on the General Ledger.

STEP 1: TRANSACTION COSTING

Once you have completed a transaction, you need to assign a cost to the transaction before you create accounting entry lines. The transaction costing process checks each transaction record and determines the item's cost, based on the cost in effect at the time of the transaction.

Navigation: *Cost Accounting, Inventory and Mfg, Create Accounting Entries, Inventory Transaction Costing*

Transaction Costing

Run Control ID: TRANS_COST
[Report Manager](#)
[Process Monitor](#)

Process Request Parameters
Find | View All
First 1 of 1 Last

Process Frequency
☐ Once
☒ Always
☐ Don't Run

*Request ID: COST TRANS
Description: Transaction Costing

*Business Unit: 80169
*Book Name: FIN
*As of Date: 07/29/2004
*Costing Run Mode: Regular

☐ Apply Perpetual Average Adjs
☐ Generate Table Stats
☒ Dedicated Temp Table Stats
Commit Limit:

Run Control ID: TRANS_COST

Process Frequency: Always

Request ID: COST TRANS

Description: Transaction Costing

Business Unit: Enter your Business Unit

Book Name: FIN

As of Date: Today's date


Cost Run Mode: Regular

Dedicated Temp Table Stats: Select

Click on . This brings you to the **Process Scheduler Request** page.

Process Scheduler Request

User ID: kwebb Run Control ID: TRANS_COST

Server Name: PSNT Run Date: 07/29/2004
 Recurrence: Run Time: 8:45:20AM [Reset to Current Date/Time](#)
 Time Zone: 

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Inventory Transaction Costing	CM_COSTING	Application Engine	Web	TXT

OK Cancel

Server Name: PSNT

Inventory Transaction Costing: Select

[Process Monitor](#) [Run](#)

Process Instance:80351

Notice the **Process Instance** number has appeared in the upper right corner of the page. This ensures that the process has been kicked off and is in line for processing.

STEP 2: ACCOUNTING LINE CREATION

After you define the transaction accounting rules for all possible inventory transactions and execute the Transaction Costing process, run the Accounting Line Creation process to create the accounting entry lines (the debits and credits) for each transaction. This process must be run before the Journal Generator process can post entries into the General Ledger.

Navigation: *Cost Accounting, Inventory and Mfg Accounting, Create Accounting Entries, Accounting Line Creation*

Accounting Line Creation

Run Control ID: ACCT_LINE_CRT
[Report Manager](#)
[Process Monitor](#)
Run

Process Request Parameters
Find | View All
First 1 of 1 Last

Process Frequency
☐ Once
☒ Always
☐ Don't Run

*Request ID: LINE CRT

*Description: Accounting Line Creation

*Business Unit: 80169

*Book Name: FIN

As of Date: 07/29/2004

☐ Generate Table Stats
☒ Dedicated Temp Table Stats

[Accounting Line Errors](#)

Process Options
+ -

☒ Create Accounting Lines
☐ Acquire IntraUnit Entries

☒ All Transaction Groups

Selected Transaction Groups
Find | View All
First 1 of 1 Last

Transaction Group

Run Control ID: ACCT_LINE_CRT

Process Frequency: Always

Request ID: LINE CRT

Description: Accounting Line Creation

Process Options: Create Accounting Lines

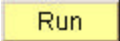
Business Unit: 80169

Book Name: FIN

As of Date: Today's Date


Dedicated Temp Table Stats: Select

All Transaction Groups: Select


Click on . This brings you to the **Process Scheduler Request** page.

Process Scheduler Request


User ID: kwebb Run Control ID: ACCT_LINE_CRT

Server Name: PSNT Run Date: 07/29/2004 

Recurrence: Run Time: 9:26:38AM [Reset to Current Date/Time](#)

Time Zone: 

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Accounting Line Creation	CM_ALC	PSJob	(None)	(None) 

[OK](#) [Cancel](#)

Server Name: PSNT

Accounting Line Creation: Select

Click [OK](#). This brings you back to the **Accounting Line Creation** page.

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 80335

Notice the **Process Instance** number has appeared in the upper right corner of the page. This ensures that the process has been kicked off and is in line for processing.

STEP 3: VIEW ACCOUNTING ERRORS


Use the **Correcting Accounting Errors** page to view errors created by the Accounting Line Creation Process. This step should be done each time you run Accounting Line Creation Process to ensure that the entries have posted correctly.


Navigation: *Cost Accounting, Inventory and Mfg Accounting, Create Accounting Entries, Accounting Line Errors*

Accounting Line Errors

Unit: 80169 Book Name: FIN

Accounting Rules Missing

Customize | Find | View All |  First 1-20 of 20 Last

Accounting Line Accounting Distribution Inventory Production Variances Shipping 

Line	Group	Description	Adjust Type	Storage Area	Production Type	Production Area	Cost Elmnt	DR/CR	Error	Instance
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434
1	031	031 InterBU Transfer Shipments		STOCK			BUY	Credit	No Account Distribution Rule	80434

The list of Accounting Line Errors for this Accounting Line Creation is shown above. Click on the **Accounting Distribution, Inventory, Production, Variances** and **Shipping** tabs to view more information about the Errors.

If Accounting Line Errors exist, you must fix the errors before proceeding. If no errors exist, proceed to the Journal Generator Process. Accounting Line Errors can be corrected on the **Accounting Line Edit** page.

STEP 4: ACCOUNTING LINE EDIT

After running the accounting line creation process, use the Edit Unposted Accounting Lines page if you need to change the accounting entry line information for a transaction prior to generating journals.

Navigation: *Cost Accounting, Inventory and Mfg, Create Accounting Entries, Edit Unposed Accounting Lines*

Unposted Line Edit

*Unit

Transaction Group

80169

Accounting Date Range

From

To

07/01/2004

07/28/2004

IU Status

Accounting Lines

Line Status


Projects


TEST

Acct Ln No	*Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Project	Item ID
1 5	141001							TEST_1
2 2	141001							TEST_1
3 1	141001							03528-212651
4 10	141001	801	200	0551		80130		03528-212651
5 6	141001							TEST_1
6 3	141001							TEST_1
7 7	141001							TEST_1
8 4	141001							TEST_1
9 8	141001							TEST_1
10 11	536035	801	200	1051		80130		TEST_1
11 9	141001							TEST_1

Business Unit: Enter your Business Unit

Accounting Date Range: Enter the date range which includes all of the transactions to be edited.

Click on the  to view all lines related to the search.

Make all necessary changes. Click .

STEP 5: JOURNAL GENERATOR PROCESS

The Journal Generator process will create Accounting Entries on the General Ledger.

Navigation: *General Ledger, Journals, Subsystem Journals, Generate Journals*

Journal Generator Request

Run Control ID: INV_JOURN_GEN
[Report Manager](#)
[Process Monitor](#)

Journal Processing Options

☒ Edit
☒ Budget Check
☐ Post

Process Request Parameters

Find | View All First 1 of 1 Last

Process Frequency

☐ Once
☒ Always
☐ Don't Run

Request Number: 1

+ -

*SetID: 80100

*Accounting Definition Name:

Blank on Business Unit, Ledger Group or Template will cause all values of it to be selected.

Application Business Unit:

Ledger Group:

Template:

*From Date Option: Begin Date - From Period
From Date:

*To Date Option: End Date - To Period
To Date:

Run Control ID: Enter a run control ID for this process

Journal Processing Options: Select **Edit** (only.)

SetID: Enter GL Business Unit

Accounting Definition Name: Select appropriate value.

Enter **From Date** and **To Date**.

Click on . This brings you to the **Process Scheduler Request** page.

Process Scheduler Request

User ID: kwebb
Run Control ID: INV_JOURN_GEN

Server Name: PSNT
Run Date: 07/29/2004

Recurrence:
Run Time: 10:32:36AM


Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	PS/Fin Journal Generator	FSPGJGEN	COBOL SQL	(None)	(None)

Server Name: PSNT

PS/Fin Journal Generator: Select

Click . This brings you back to the **Journal Generator Request** page.

[Report Manager](#) [Process Monitor](#) 
 Process Instance: 80335

Notice the **Process Instance** number has appeared in the upper right corner of the page. This ensures that the process has been kicked off and is in line for processing.

VIEW JOURNAL ENTRIES

PAGES USED TO VIEW JOURNAL ENTRIES

Page Name	Navigation	Usage
Review Journal Status	General Ledger, Process Journals, Review Journal Status	View journal entries that have been posted to the General Ledger.

Navigation: *General Ledger, Journals, Process Journals, Review Journal Status*

Click on the **Journal Lines** tab to view additional information.